AgLearn+ Learner

Reference Guide

Version 1.1

09/22/2005

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INTRODUCTION

AgLearn is USDA's enterprise-wide learning management system (LMS). The system manages all aspects of training within each agency as well as across the department. All USDA employees have AgLearn accounts. In addition, some agencies have purchased AgLearn accounts for their contractors, partners and customers. Individuals with AgLearn accounts can use AgLearn to search for available training, take online training, and receive a record of all completed training activity. AgLearn is available 24 hours a day, 7 days a week at www.aglearn.usda.gov.

This AgLearn Reference Guide is designed to assist you in using AgLearn as a USDA employee or USDA contractor, partner or customer. Some functions in AgLearn are just available to USDA employees such as External Training Requests and Competencies. These sections will be noted in the text. Within the AgLearn system, learners are referred to as 'learners'.

LOGIN

To access the AgLearn System, learners will need a valid USDA Level 2 eAuthentication ID and password. To login to AgLearn as a USDA employee, go to www.aglearn.usda.gov and click **Login,** under the Student section. (As shown in Figure 1.0).

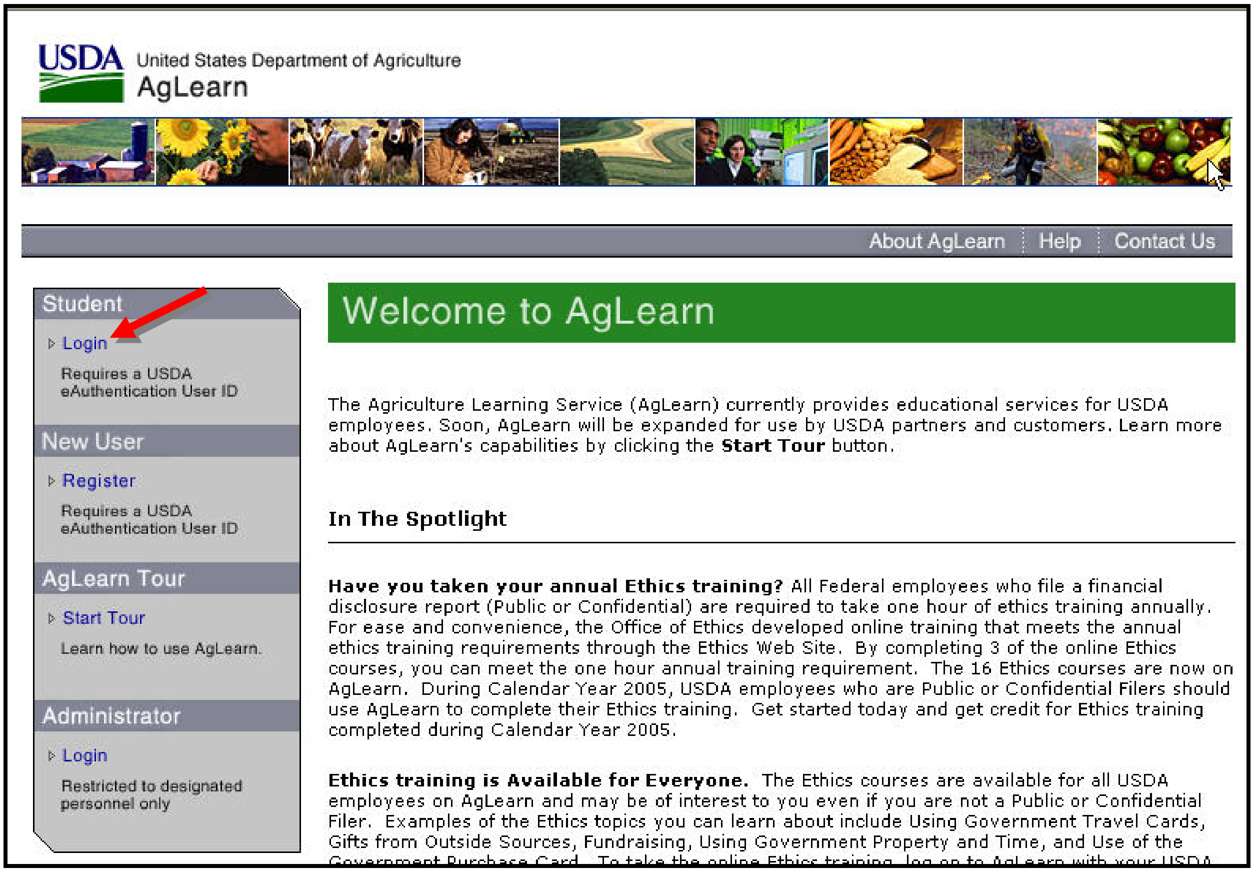


Figure 1.0 AgLearn Welcome Page

After the learner clicks the **Login** button, they will be taken to the eAuthentication login page (as shown in Figure 1.1). From there the learner should enter their USDA Level 2 eAuthentication ID and password, and then click **Login** to be logged into AgLearn. If a learner does not have a Level 2 eAuthentication ID and password, click the **Create an Account** link to go to the eAuthentication Create an Account page. Follow the instructions to create an Employee Level 2 account.

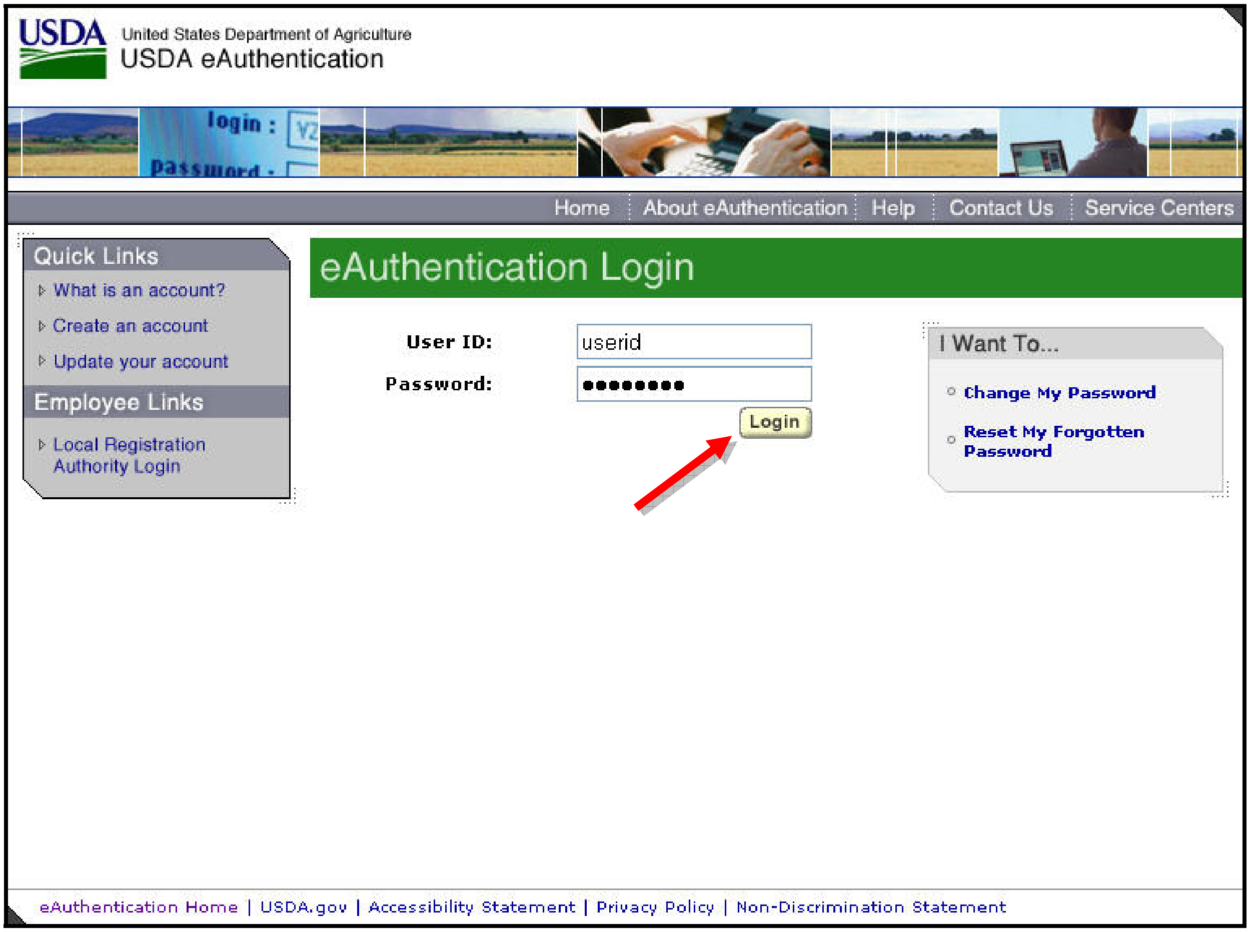


Figure 1.1 eAuthentication Login Page

A learner with a valid USDA Level 2 eAuthentication ID and password and an AgLearn account has access to all of USDA's learning activities and management features in the AgLearn system. Information is stored about each learner regarding their USDA employment, learning, and personal contact information to help administrators assign training activities and manage learning development.

REGISTRATION

All USDA employees have AgLearn accounts and do not need to register in AgLearn. USDA employees need only to get a USDA Level 2 eAuthentication ID as described previously to use AgLearn. USDA employee accounts are created automatically based on information from the USDA personnel system.

If the USDA learner is not an employee, they can receive an account in AgLearn, but a USDA agency must sponsor their account first. USDA agencies are purchasing accounts for USDA contractors, partners and customers. Learners who are not USDA employees will need to create a USDA Level 2 eAuthentication account and then register at the Welcome to AgLearn page. Go to www.aglearn.usda.gov and then click **Register** in the New User section in the left menu bar.

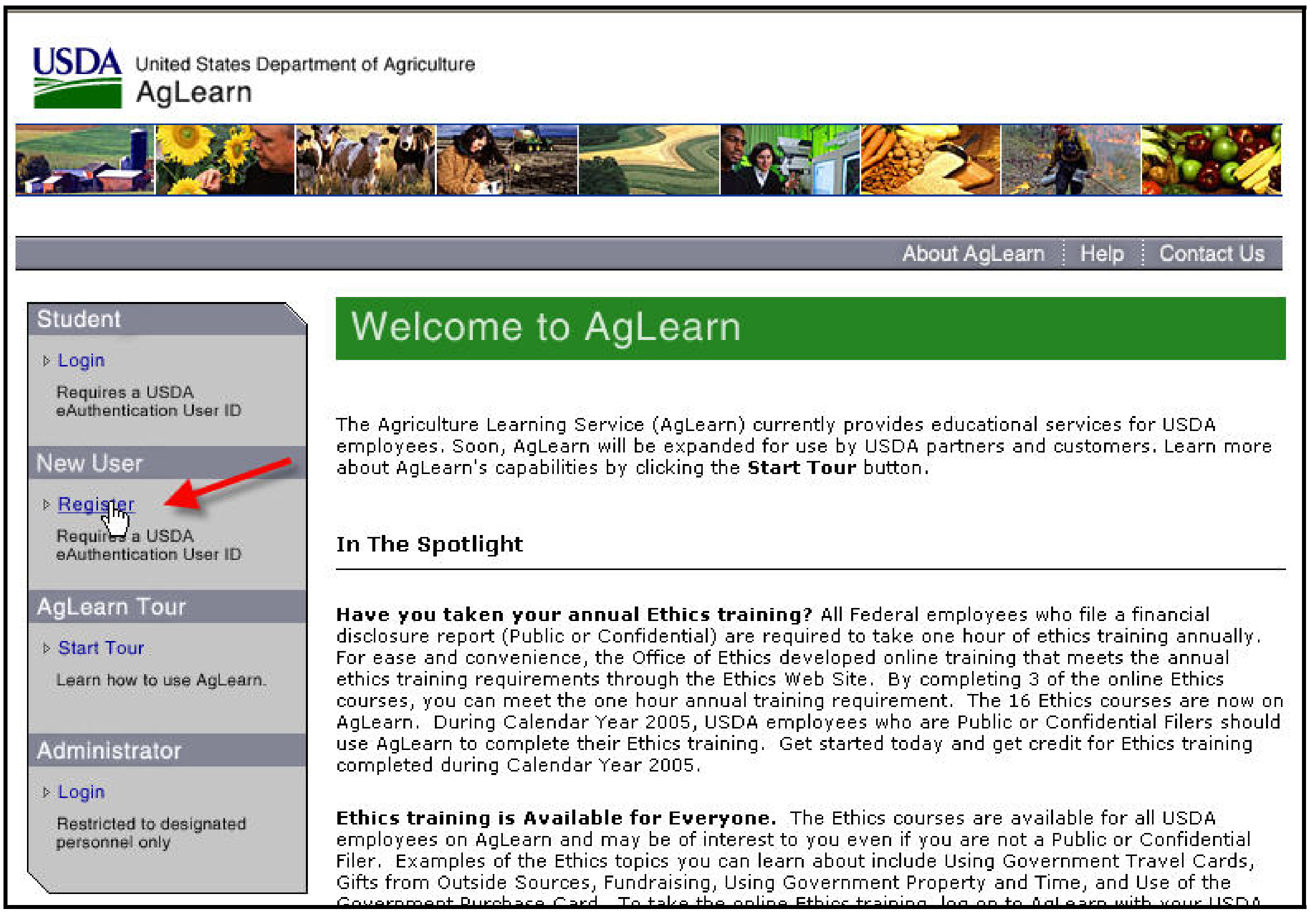


Figure 1.2: Welcome to AgLearn page

Learners who are not USDA employees must go through the following 2-steps to receive an AgLearn account:

1. The learner must create an USDA Level 2 eAuthentication account and
2. The learner must register in AgLearn.

Before beginning this process, learners who are not USDA employees should know the name of the USDA agency sponsoring their account and the name of two USDA employees who are the sponsors. Learners need this information to complete their registration in AgLearn.

Step 1: Create an USDA Level 2 eAuthentication account.

1. At the AgLearn Registration Directions, select **Contractor** or **Partner/Customer** under Step 1, Create Account.
2. At the USDA eAuthentication Service, fill in the information requested and click on continue. Remember the PIN; this is needed to change the password.
3. Learners will receive an email about going to a Local Registration Authority (LRA) to validate their identity before receiving Level 2 access. Learners will need a valid picture ID such as a current driver's license. A USDA ID cannot be used. LRA's are located in USDA Service Centers in the field and in Washington, DC.
4. Go to the LRA with a picture ID.
5. Learners will receive an email prompting one to change one's password to a more complex password for the Level 2 access. Learners must remember this password and PIN.

Figure 1.3 AgLearn Registration Directions

Step 2 - Register in AgLearn:

1. Return to AgLearn at www.aglearn.usda.gov
2. Click on **Register** under the New User heading in the left menu bar.

Figure 1.4 AgLearn Registration Directions, Step 2 Complete Registration

3. At the Warning screen – read the warning and click on **Continue**
4. At the eAuthentication Login screen, enter your USDA eAuthentication Level 2 ID.
5. At the User Registration screen:
   a. Verify name, address, email and phone number are correct
   b. Indicate whether one is a contractor and enter the name of the company
   c. Select the USDA agency that is sponsoring the AgLearn account by clicking on the arrow for the list of agencies
   d. Pick two USDA employees from the list who will sponsor or activate the account.
6. After completing all information on the User Registration screen, click on Submit.
7. The USDA sponsors receive an email from AgLearn notifying them to activate the new Learner's account.
8. In 3 or less working days, the learner's account is active and the learner can log into AgLearn with their USDA Level 2 ID.

SECTION I: LEARNER INFORMATION – HOME PAGE

The Home page is the first page that appears when the learner logs into AgLearn. It contains a welcome message and descriptions of each menu option. The home page looks like a web portal and there is a two-line top menu bar instead of a left menu. A wide range of Learner information can now be viewed directly from the Learner's Home Page such as; personal information, pending approvals, and orders that can be opened by clicking the appropriate link under the menu bar. Abbreviated versions of the Learner's Learning Plan and Curriculum Status can be seen, below quick links for Catalog searches. Alert notifications automatically appear to alert the learner when there are assessments to complete, unverified learning events and/or expired learning items.

The Home page allows the learner to perform a search and/or browse of the catalog as well as see Alerts about their learning. The learner will be able to see their Learning Plan, Curriculum Status and any New Items listed in their Home Page.

The home page provides several functional and informational areas to the learner. These include:

- **Top Navigation Bar:** Each link represents a function the learner can perform within the AgLearn system. This includes links to their personal settings, current learning, career planning, catalogs, reports, and other subordinate employees (supervisor only). In addition, links to AgLearn information, contact information, quick catalog search, help and log out are also provided.
- **Informational Area:** This area provides quick information regarding the different menus available within the AgLearn learner interface. This area can also be customized by system administrators to display any information important to AgLearn learners
- **Alerts Area:** The alerts area will notify the learner if they have any overdue training as well as if they have any learning training awaiting their approval (supervisor only)
- **Catalog Quick Links:** This provides the learner with quick links to available instructor-led items, online items, and the catalog search.
- **Learning Plan Quick View:** This provides the learner with a quick view of the top five items that are required for completion the soonest as well as provides a quick link to the learner's learning plan.
- **Curriculum Status Quick View:** This provide the learner with a quick view of any assign curriculum and the status of their completion of the curriculum. It also provides a quick link to the learner's curriculum status page.
- **Other Items:** The learner is also provided quick links and any new, revised, and featured items that have been added to their learning plan.

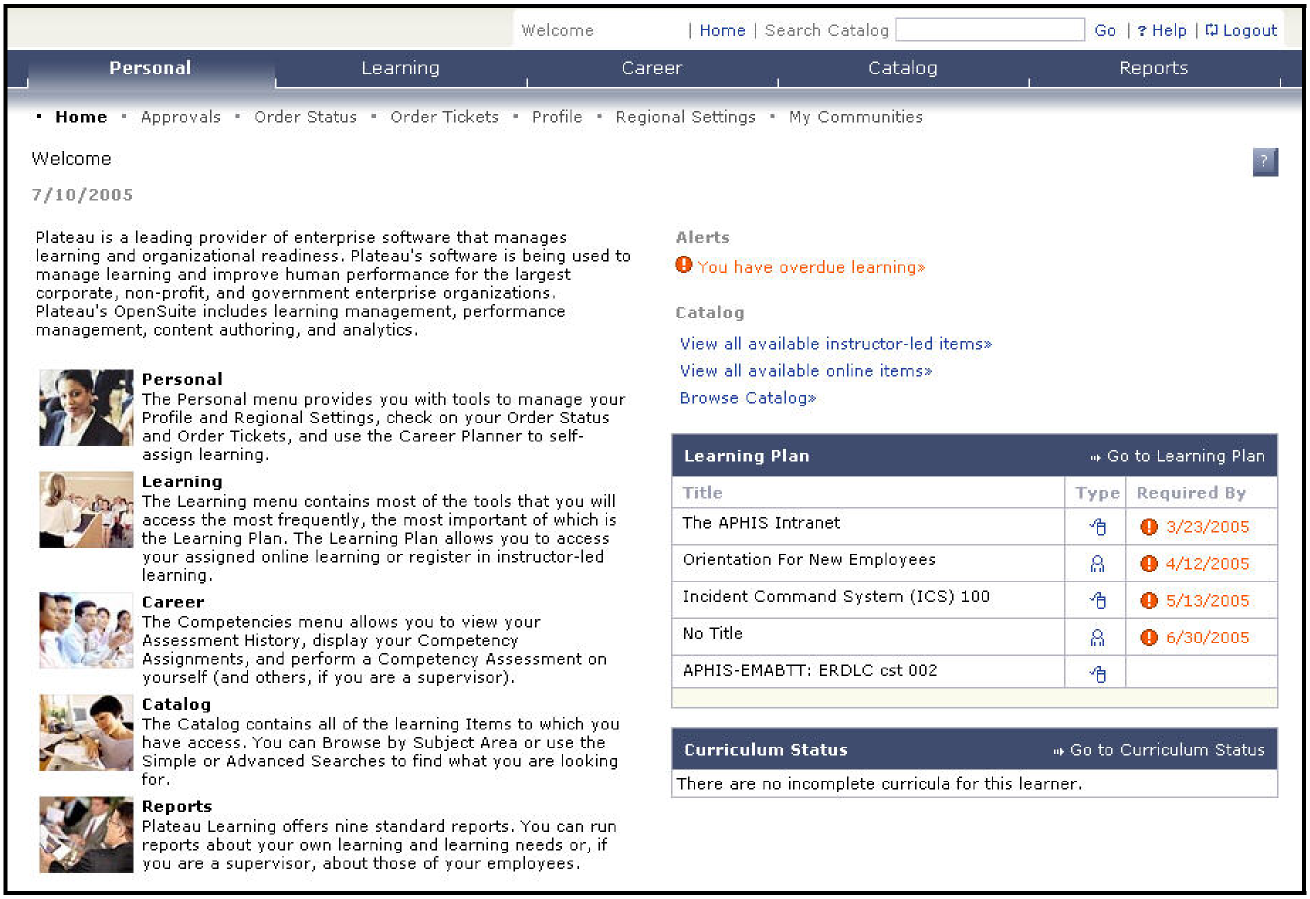


Figure 1.5 A Learner's Home Page

The AgLearn Learner's Home Page Menu is segmented into five main sections located at the top of the menu bar as shown in the image below.

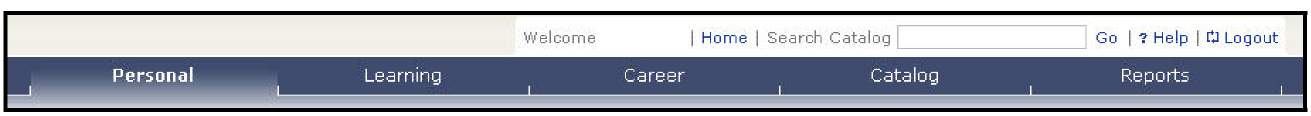


Figure 1.6 Learner Menu Tabs

Each of the five sections is described below in the bulleted list:

- **Personal**: The Personal menu provides the learner with tools to manage their Profile and Regional Settings, check their Order Status and Order Tickets, and communities.

- **Learning**: The Learning menu contains most of the tools that the learner will access the most frequently, the most important of which is the Learning Plan. The Learning Plan allows the learner to access their assigned online web-based learning or register in instructor-led classroom learning. In addition to the Learning Plan, the

Learning menu includes the Learning Calendar, Current Registrations, Curriculum Status, Learning History, Record Learning, and External Training Requests.

- **Career**: The Career menu allows the learner to view their Assessment History, display their Competency Assignments, and perform a Competency Assessment on themselves (and others, if the user is a supervisor) in the Career Planner section.

- **Catalog**: The Catalog menu contains all of the learning Items to which the learner will have access. The learner can view all available instructor-led, online items, and/or documents that are available to them. The learner can Browse by Subject Area or use the Simple or Advanced Searches to locate items.

- **Reports**: AgLearn Learning offers ten standard reports. The learner can run reports about their own learning and learning needs or, if the learner is a supervisor, they may run reports on their employees.

If a Learner is also a Supervisor in AgLearn, they have an additional menu section called **My Employees**. In this section the Supervisor may view the learning data of subordinates in their reporting hierarchy, manage the learning activities of subordinates by adding or removing items from their Learning Plans, and register or withdraw subordinates to and from schedule offerings.

Other important symbols that can be found in AgLearn and their functionality include:

- **Blue Search Icon:** This is the Search Page icon. When a learner clicks this icon, a Search Page opens, allowing the learner to search for an item. The item selected will populate information into the corresponding field to the right of the icon.
- **Required Fields (*):** Certain textboxes in the AgLearn system require information to be entered in order to process a function. These required textboxes are marked with a red asterisk. Information will not be saved if there are null values in any of the required textboxes.

New Terminology

Additional functions have been added to the existing menus and some of the original Learner menu choices have been moved. Some of these changes resulted in a change in terminology. The following table lists the previous terms and new terms that are currently being used in the new version of AgLearn.

Previous Terms	New Terms
Component	Item
Component Classification	Item Classification
Qualification	Curriculum
Qualifications	Curricula
Development Plan	Learning Plan
Student	Learner
Collateral Credit	Substitutes
Enroll	Register
Enrollment	Registration (except Registration status of “Enrolled”
Proficiency Profile	Competency Profile
Requirement Type	Assignment Type
Competency Value	Competency Rating
Mastery Level	Required Rating (Level)
Schedule Instance	Scheduled Offering
Unauthenticated LE	Unverified Learning Event
Unregister	Withdraw

Classification terms have also changed. The following table lists the previous and new terms that are currently used in AgLearn.

Previous Component Classifications	New Item Classifications
Online	Online Item
Time-based	Instructor-Led
Physical Good	Other

In addition, each page will now have descriptive text that will provide the learner additional description and information about the page.

Personal Section

Learner information can be stored in the AgLearn Personal section. In the Personal section, a user can change the format which information in the system is viewed. For example, setting dates and times to the correct time zone and choosing the language that the system displays its information.

The Personal section displays current employment and personal contact information relevant to managing a user's learning development. This information is stored in the AgLearn system and cannot be changed by a learner. If changes need to be made to the Learner Information page, please contact the agency's training officer or eLearning point of contact.

From the Personal page, users can view his/her personal information.

<table>
<tr><th>Step</th><th>Locating Personal Page Steps</th></tr>
<tr><td>1.</td><td>Click the Personal link on the top left of the navigation bar.

</td></tr>
<tr><td>2.</td><td>The Personal page will be displayed with the available functions.

</td></tr>
</table>

Below are descriptions for each field shown on the Learner's Personal page.

Personal Page Tabs	Description
Approvals (Pending Reviews and Approvals)	This view shows the learner all of the review and approval actions that they have been asked to perform. It is divided into two primary sections: reviews and approvals for performance management activities, such as competency assessments (only if available) and approvals for training requests.
Order Status	This page displays the list of orders that the learner has placed.
Profile	This page allows the learner to review and/or edit their profile. The profile is divided into three sections: Employment & Account Information, Contact Information and Settings.
Regional settings	This section determines the formats and standards used to display information to the learner in AgLearn.
My Communities	My Communities allow the learner to subscribe to a community, unsubscribe from a community, read and reply to topics, and create new topics

Approvals Section

The Approval section shows the Learner all of the review and approval actions that they have been asked to perform. This section is divided into two primary sections:

- Reviews and
- Approvals

The approvals are for performance management activities, such as competency assessments (if available) and approvals for training requests. Within each section the Learner will find a list of specific reviews or approvals that they are asked to perform, categorized by action type.

There are two processes that require Learner approval: the Assessment Process, located in the career section, and the Training Request process. In the Approval page, the Learner can manage the approvals necessary for both processes. However, Learners who are set up as supervisors within AgLearn can only perform approvals.

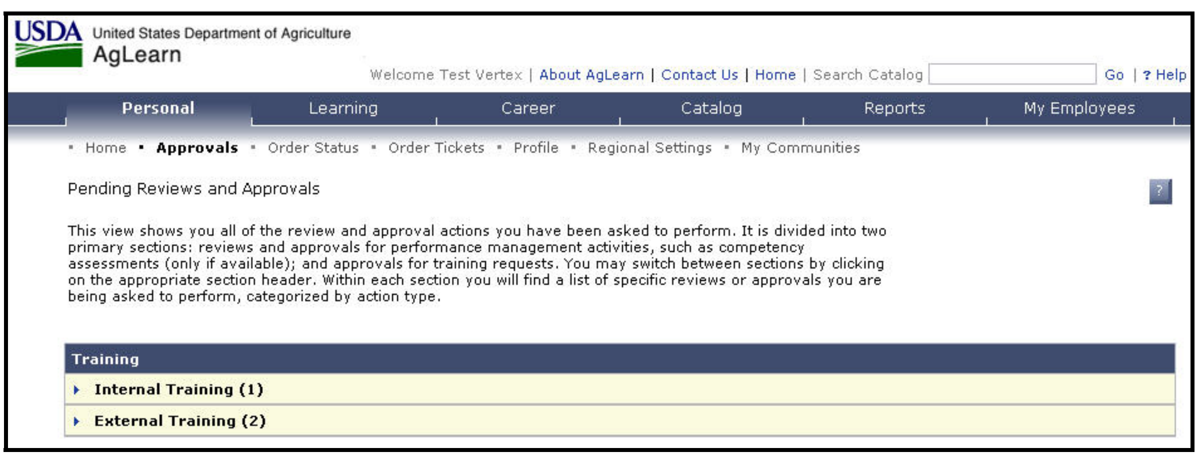


Figure 1.7 Approvals Page

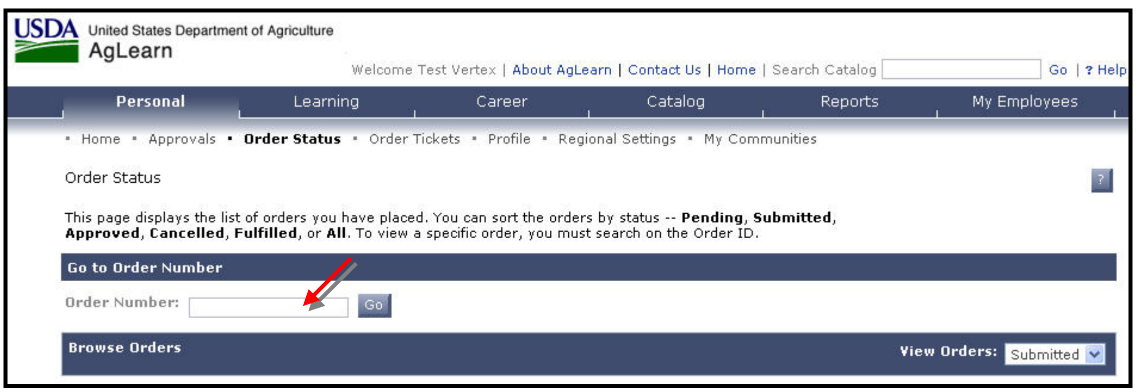
A new feature includes a tool tip window that contains the Learner's Job position and Organization when the learner hovers over a Learner Name.

Order Status

The Order Status page displays the lists of orders that have been placed for the learner. The orders can be sorted by six criteria:

- Pending,
- Submitted,
- Approved,
- Cancelled,
- Fulfilled, or
- All

To View the order details complete the following steps.

Steps	Viewing the Order Detail
1.	Click the **Profile** then **Order Status** link on the top of the navigation bar.
2.	Enter the **Order Number** and click **Go**, or use the Browse Orders section to locate the order number. 
3.	The **Order Status Details** page displays the **Item**, **Unit Price**, **Quantity**, **Total Price**, and **Status** for each related item.
4.	Click the **Item** link to view the item details.

The following is a list of Field Descriptions of the Order Status.

Field	Description
Item	An element of learning that is managed in the LMS of your organization. Plateau has two types of items: Online item and Instructor-led item.
Item Key	The unique ID of the corresponding item.
Item Revision	Date the item was last revised
SKU	Stock Keeping Unit is the inventory mapping mechanism used in catalogs
Description	The item description
Unit Price	The price of the selected item
Quantity	The number of items that have been ordered
Total Price	The Unit price multiplied by the quantity
Status	The order status will be one of the following: PENDING, SUBMITTED, APPROVED, CANCELLED, FULFILLED, or ALL

Profile Page

The **Profile** page allows the learner to verify their profile. The learner can verify their personal, employment, and contact information for accuracy. This page is divided into three sections:

- Employment & Accounting Information,
- Contact Information, and
- Notifications.

The **Employment & Account Information** section includes employment information and information that the system needs to log in and identify the learner. The **Contact Information** section includes fields that describe the Learner's contact information. **Notifications** provide the Learner alerts about items regarding their Learning Plan.

The following table lists the Employee and Account Information field descriptions:

Employee & Account Information	Description
First Name	The first name that the administrator entered for the learner.
Last Name	The last name that the administrator entered for the learner.
Middle Initial	The middle initial that the administrator entered for the learner.
Learner ID	The unique ID of the learner's log in.
Job Position	The unique ID representing the learner's job position.
Job Location	The location where the learner works.
Organization	The organization to which the learner is assigned.
Company	The company that the learner currently works for.
Employee Type	Often used to record information about the characteristics of the learner's employment.
Employee Status	Often used to record information about the characteristics of the learner's employment.
Supervisor	The name of the supervisor in charge of tracking the learner's learning activities.
Hire Date	The learner's original date of hire.
Resume Location	The location or document path of an electronic copy of the learner's resume.
Domain	The database domain to which the learner is assigned.
Password	This is part of eAuthentication.
PIN	This is part of eAuthentication.
Comments	Additional information that has been attached to the learner's learning record.

The following table lists the contact information field descriptions.

Contact Information	Description
Address	The address used to mail materials to the selected learner
City	The city of the selected learner
State/Province	The state/Province of the selected learner
Zip	The zip code of the selected learner
Country	The country of the selected learner
Email	The email address of the selected learner
Telephone	The phone contact of the selected learner

Notifications

AgLearn now comes with a user-definable method of controlling the amount of e-mail generated by the system. At the bottom of the Profile page are checkboxes to allow the Learner to define the level and amount of notification e-mails to be received.

Step	Selecting Notification Settings
1.	Click the **Personal** then **Profile** link at the top of the navigation bar.
2.	Scroll down to **Notification Settings**
3.	Checkboxes allow you to select the following notification options, select the appropriate checkboxes
4.	This is an example of the Learner’s notification options: 
5.	If the Learner is also a Supervisor the following Notification Settings are available to them: ☐ Notify me when the subordinates successfully complete an item ☐ Notify me when the subordinates unsuccessfully complete an item

Regional Settings

The Regional Settings page allows a Learner to view and change his/her Active Locale (Language) and Time Zone settings. This screen also displays the Date, Time, Integer, Decimal, Currency, and Percentage patterns used in AgLearn. Each drop-down menu on the Regional Settings page will indicate the options users are available to choose.

The following table identifies the steps to view the regional settings.

Steps	Locating Regional Settings
1.	Click the **Personal** then **Regional Settings** link on the top of the navigation bar.
2.	The Regional Settings page will be displayed.

The following image is an example of the Regional Settings Page.

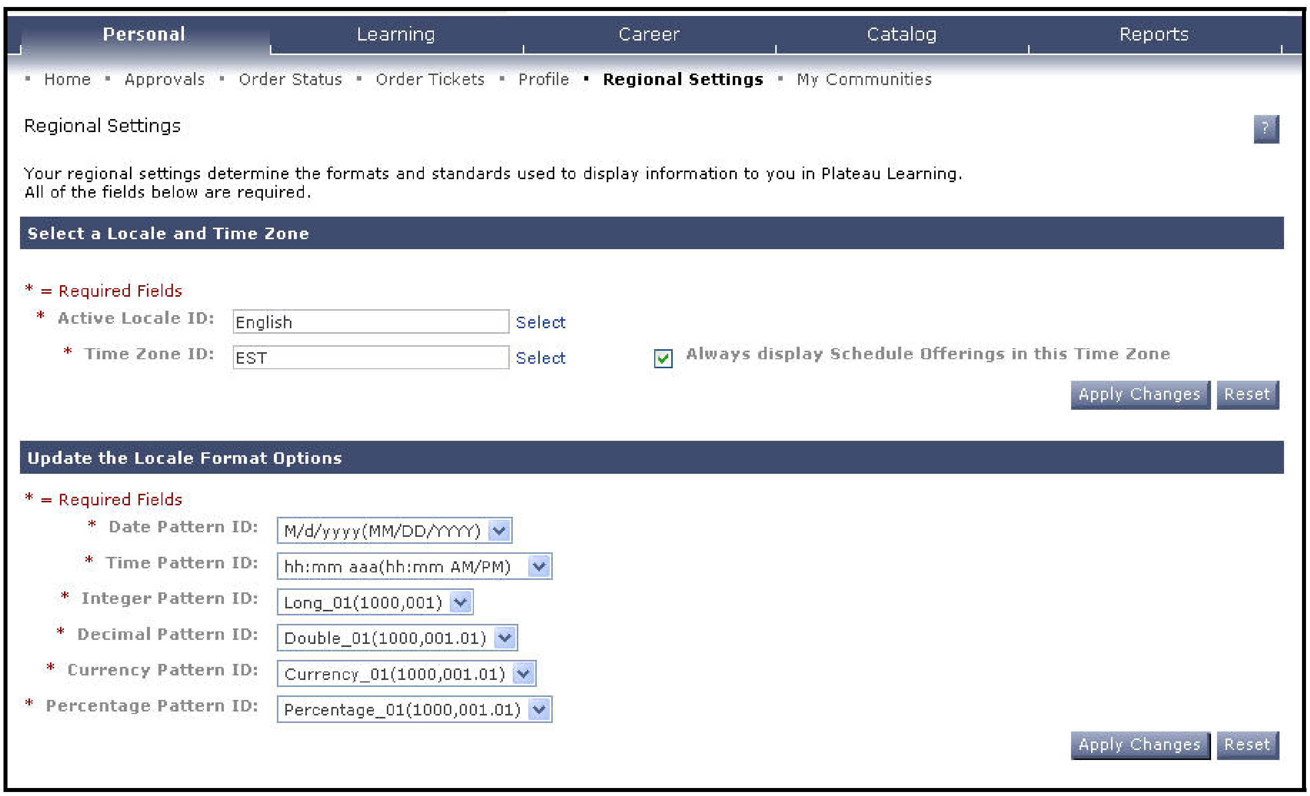


Figure 1.8 Regional Settings Page

Note: Within AgLearn there are new **Required Fields (*)**, as shown in Figure 1.8. Certain textboxes in the AgLearn system require information to be entered in order to process a function. These required textboxes are marked with a red asterisk. Information will not be saved if there are null values in any of the required textboxes.

Below are descriptions for each field shown on the Regional Settings page.

Field	Description
Active Locale	Language used throughout the AgLearn system
Time Zone	Current time zone used in the AgLearn system
Date Pattern	Date format for the way that the date is displayed in the AgLearn system
Time Pattern	Time format for the way that the time is displayed in the AgLearn system
Integer Pattern	Format of whole integers used in the AgLearn system
Decimal Pattern	Format of whole integers with specified decimal places used in the AgLearn system
Currency Pattern	Format of currencies used in the AgLearn system
Percentage Pattern	Format of the percentages used in the AgLearn system

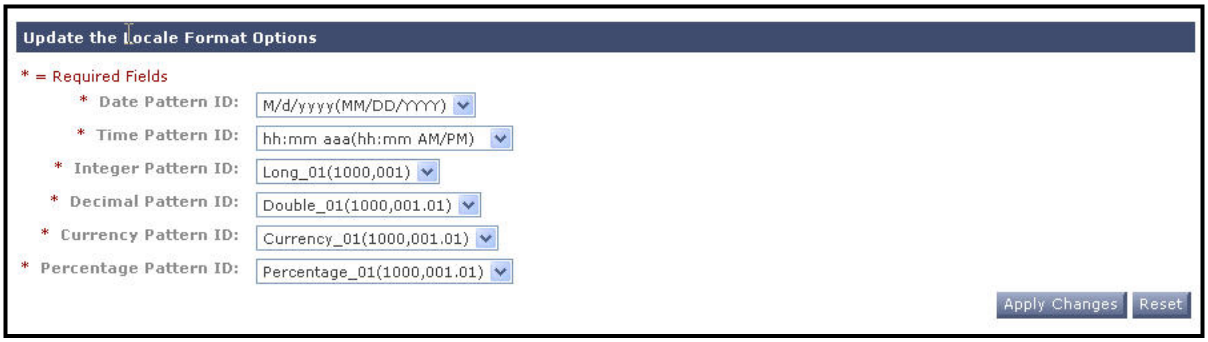
Changing Regional Settings

A Learner can change the Active Locale ID and/or Time Zone ID from the Regional Settings page. It is important to keep these settings accurate. USDA is a nation-wide organization, and time zones are always a concern when trying to determine when an event is to take place, especially if it is a distance-learning event that may involve participants from several times zones. AgLearn now provides the Learner with the option to choose whether times are displayed in the tome zone of the event, or are automatically adjusted to reflect the learner's time zone.

The following table describes how to adjust the time zone preferences.

Step	Changing Regional Settings – Time Zone
1.	Click the **Profile** then **Regional Settings** link on the top of the navigation bar.
2.	Under **Select a Locale and Time Zone**, verify the time zone indicated is correct.
3.	Check (or uncheck) the box **Always display Schedule offerings in this Time Zone.** *Note:* If this box remains unchecked, AgLearn will continue to calculate the time for each Learner as appropriate to the Time Zone field on their Preferences tab.
4.	Click the **Apply Changes** button. This action will override whatever setting the Scheduled Offering has and will display all the times in the Learner preferred time zone.

The **Locale Format Options** control the display of numbers, dates, and times, such as the separator used as a decimal place. The following table shows how to adjust the Locale Format Options section.

Step	Adjusting the Locale Format Options
1.	Click the **Profile** then **Regional Settings** link on the top of the navigation bar.
2.	Under the **Update the Locale Format Options** section, select the appropriate selections from the drop-down menu(s). 
3.	Click the **Apply Changes** button.

My Communities Page

Communities are a new and powerful feature of AgLearn. The My Communities feature is a collaborative tool that enables the Learner to conduct online forums through AgLearn. Anyone familiar with Internet bulletin boards is already familiar with AgLearn Communities; they are essentially the same thing, threaded discussion groups.

Communities in AgLearn can be associated with a specific Learning Item or Schedule Offering, or may be general in nature, open to anyone. While AgLearn administrators create a Community, Learners have a great deal of flexibility in its use once the Community, including the ability to moderate the discussion if designated.

This is an example of the My Communities Page:

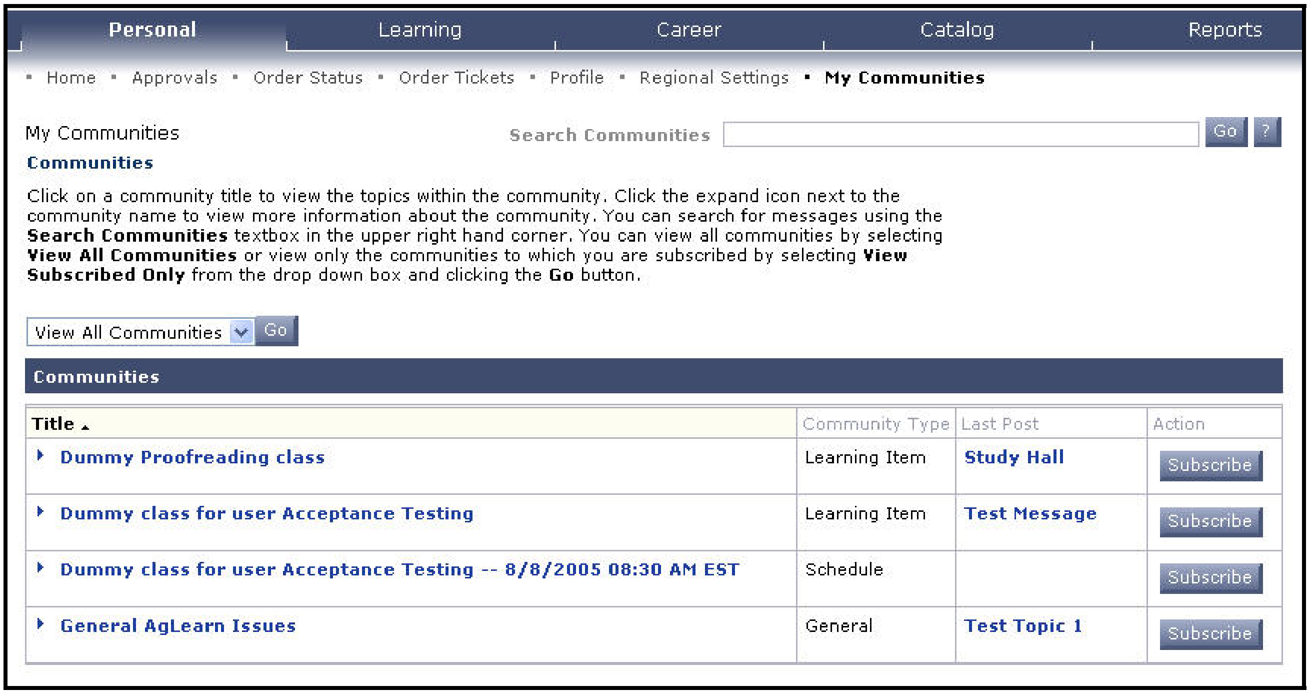


Figure 1.9 My Communities Page

Before getting too deeply into AgLearn Communities, some terminology must be introduced. The following fields and controls appear in the My Communities pages:

Field	Description
Action	The options available for Action on the corresponding community. The Learner can subscribe and unsubscribe from communities by using this menu
Cancel	A button that cancels the message so that it is not posted
Community	An online forum containing one or more Topics with asynchronous threaded discussions
Community Type	There are three types of communities: Item based, Scheduled offering-based, and General.
Last Post	The Topic that was posted to Community or the last posted Message to a Topic
Locked icon	When the Locked icon appears, the Learner cannot add new topics or respond to messages. The Learner can only read messages.
Message	A specific comment or question added to a Topic by a Learner or System Administrator
Moderator	A Learner who has been given additional responsibilities to manage a Community

Field	Description
New Topic	A button that opens the Add Message page where the Learner can create and submit that new topic
Preview	A button that opens a preview of your message.
Search Communities	A text box that finds communities in the AgLearn that the Learner is NOT subscribed to
Subscribing	Subscribing to a Community makes it easier for a Learner or administrator to contribute to the discussion, or monitor it. Subscribed Communities appear by default on the Learner's My Communities screen
Submit	A button that posts the Learner's message so that community members can read and respond to it.
Title	The title of the selected community.
Topic	A specific thread of a discussion containing one or more Messages, it is the subject of a discussion
Unsubscribe	A button that removes a Learner from a community.

Searching for a Community

Communities and the information therein can be searched in two ways:

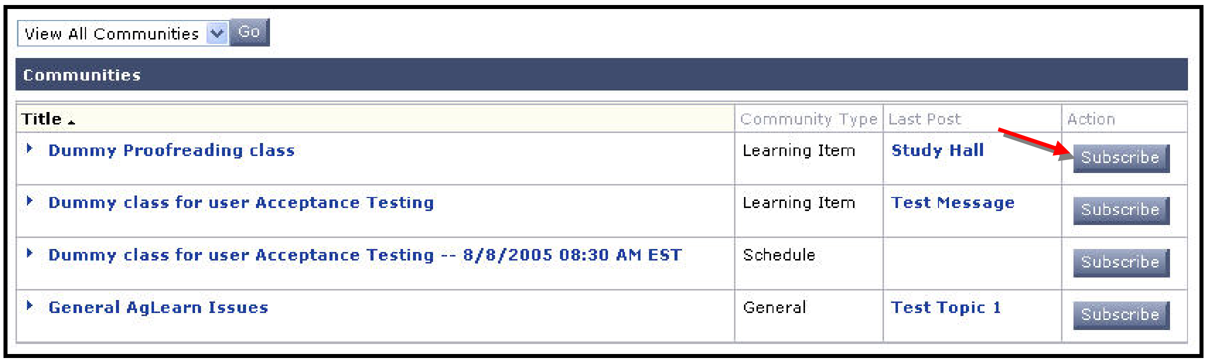
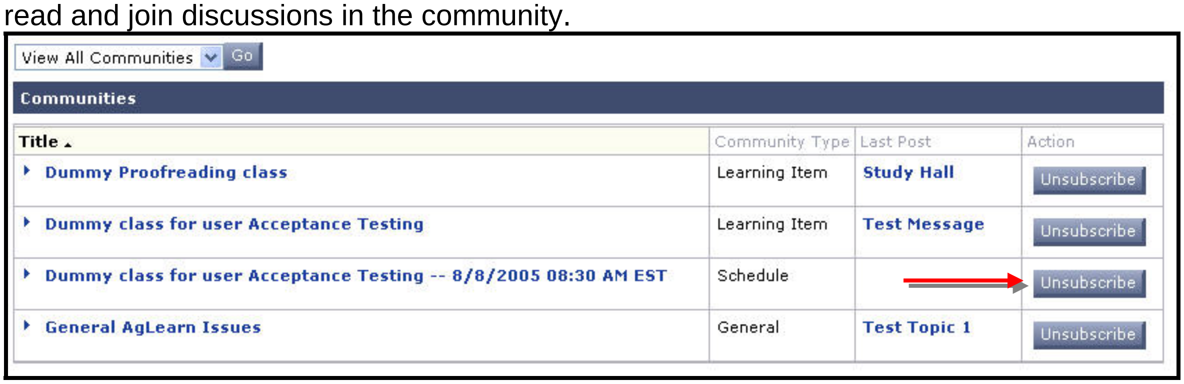
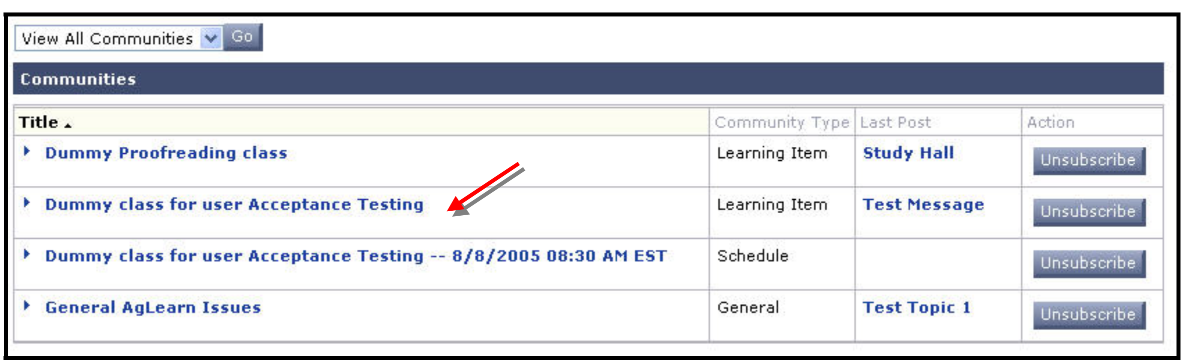
- Searching for a specific community, and
- Searching for Content across communities.

The following table describes how to search for a specific community.

Step	Searching for a Community
1.	Click the **Profile** then **My Communities** link on the top of the navigation bar.
2.	Above the listing of all subscribed Communities, pull down the menu and select **View All Communities**. Click **Go**. 

Subscribe to a Community

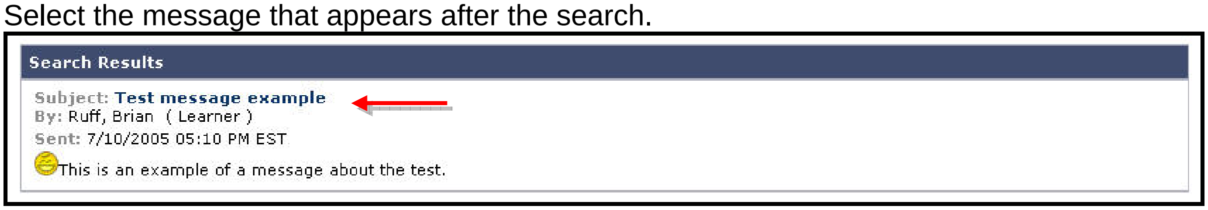
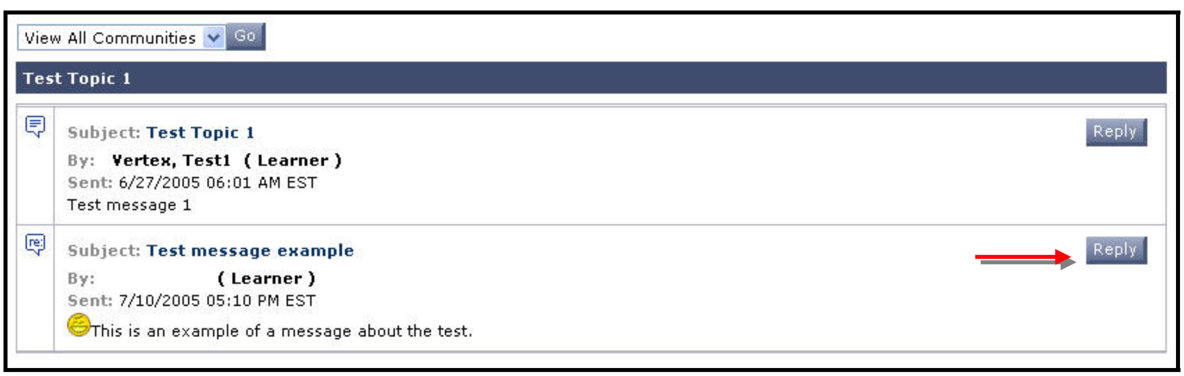
Subscribing to a Community makes it easy for a Learner to keep up with discussions in which he/she may have interest. Communities to which the Learner is subscribed appear by default on the My Communities page.

<table>
<tr><th>Step</th><th>Subscribing to a Community</th></tr>
<tr><td>1.</td><td>To subscribe to any Community, click Subscribe in its Action column.

</td></tr>
<tr><td>2.</td><td>The page refreshes and the button in the Action column changes to Unsubscribe. You can read and join discussions in the community.

</td></tr>
<tr><td>3.</td><td>To read any message in a Community, click on the Community name

</td></tr>
<tr><td>4.</td><td>Click on the message you wish to read. To reply, click Reply.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Subscribing to a Community</th></tr>
<tr><td></td><td>
</td></tr>
</table>

To search for content across communities, complete the following steps:

<table>
<tr><th>Step</th><th>Searching for Content in a Community</th></tr>
<tr><td>1.</td><td>Click the Profile then My Communities link on the top of the navigation bar.</td></tr>
<tr><td>2.</td><td>In the Search Communities box, enter a text string describing the specific keyword to be searched for, click Go.

</td></tr>
<tr><td>3.</td><td>Select the message that appears after the search.

</td></tr>
<tr><td>4.</td><td>Click the Reply button for any message to reply.

</td></tr>
</table>

Contribute to a Community

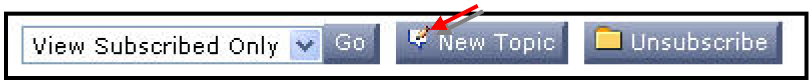
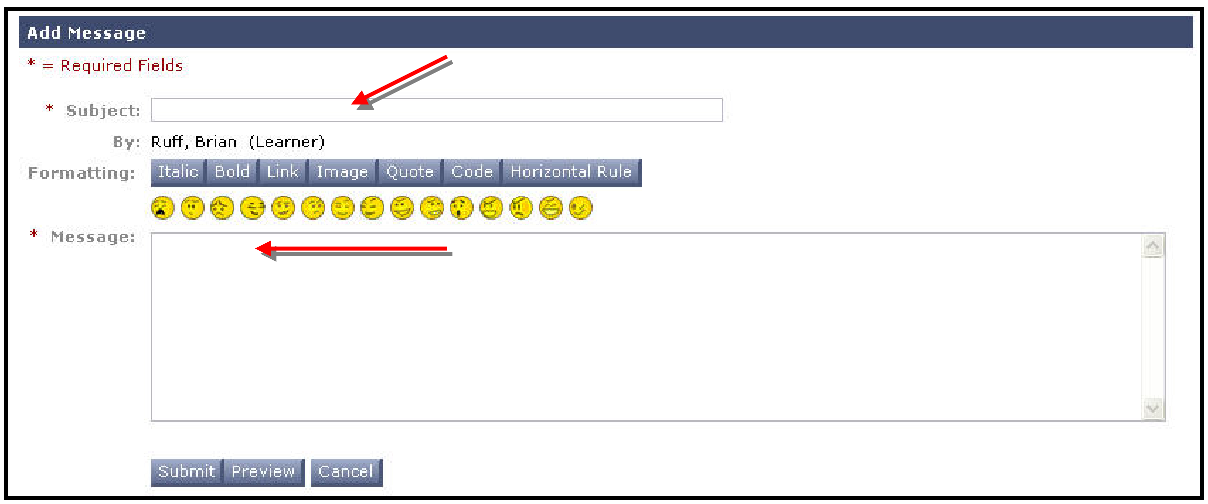
There are two ways to contribute to a community:

- Reading and Replying to Topics in a Community
- Creating a new Topic

The following table describes the steps to read and reply to topics in a community.

Step	Reply to a Topic in a Community
1.	Click the **Profile** then **My Communities** link on the top of the navigation bar.
2.	Make sure **View Subscribed Only** is selected in the drop-down list
3.	Click the topic's title link in the Title column. The community discussion opens
4.	Locate the topic that you want to read or reply to, and then click the topic's link in the Topic column. The discussion page appears
5.	To reply to the discussion, click the **Reply** button. The Reply group box appears.
6.	Type or change the subject in the Subject text box, and then type a message in the Message text box. 
7.	Use the Formatting buttons to format the text in your message. Click the **Preview** button to see your formatted message. You can add links by typing a URL, highlighting it, and then clicking the **Link** button. 
8.	To post your message to the discussion, click **Submit**. Your message appears below the other messages. 

The following table describes how to create a new topic.

Step	Create a New Topic
1.	Click the **Profile** then **My Communities** link on the top of the navigation bar.
2.	Make sure **View Subscribed Only** is selected in the drop-down list
3.	Click the topic's title link in the Title column. The community discussion opens
4.	Click the **New Topic** button. The Add Message page appears. 
5.	Type a subject for your message in the Subject text box and a message in the Message text area 
6.	Use the Formatting buttons to format the text in your message. Click the **Preview** button to see your formatted message. You can add links by typing a URL, highlighting it, and clicking the **Link** button. 
7.	To post your message to the discussion, click **Submit**. Your message appears for other members of the community to read and respond to.

Moderating a Community

Certain subscribers to a Community can be designated as Moderators. A Moderator's job is to monitor the Community's postings to ensure no inappropriate or irrelevant messages are posted. Moderators have the ability to lock the Community; to edit, delete and move topics; and to ban users who have repeatedly abused the Community.

Locking the community will prevent other users from posting new messages (read "adding new topics"), subscribing and unsubscribing.

The table describes the steps to lock a Community.

Step	Lock a Community
1.	Click the **Profile** then **My Communities** link on the top of the navigation bar.
2.	Find the community
3.	In the corresponding Action column, select **Lock/Unlock Community**

The table describes the steps to lock a Topic.

Step	Lock a Topic
1.	Click the **Profile** then **My Communities** link on the top of the navigation bar.
2.	Click the Title of the community with the Topic that you want to lock
3.	In the corresponding Action column, click **Lock Topic**
4.	Click **Go**

The table describes the steps on how to move a topic to another community.

Step	Move a Topic to Another Community
1.	Click the **Profile** then **My Communities** link on the top of the navigation bar.
2.	Click the Title of the community that contains the Topic that you want to move
3.	In the corresponding Action column, click **Move Topic**
4.	Select the community or enter the ID of the community and click **Move Topic** or **Cancel** to abort the process

The table describes the steps to delete a Topic.

Step	Delete a Topic
1.	Click the **Profile** then **My Communities** link on the top of the navigation bar.
2.	Click the Title of the community to with the Topic that you want to delete
3.	In the corresponding Action column, click **Delete Topic**
4.	Click **Go**. The system will automatically refresh the list

The table describes the steps for banning a Learner.

Step	Ban a Learner
1.	Click the **Profile** then **My Communities** link on the top of the navigation bar.
2.	Click the Title of the community from which you want to ban an Unwanted User
3.	Click the **Edit Banned Learners** button
4.	In the Ban Users from the Community module, enter the ID of the learner you want to ban or click the Learners link to select one or more learners from a list.
5.	Enter a Reason for the Ban

SECTION II: LEARNING

Learners can manage their learning from the Learning section of AgLearn. They can view their learning plans, monitor their learning initiatives, and register in learning activities/events. Within the Learning section, a Learner has the following functions available:

- **Learning Plan**
  - View items
  - Register for a Scheduled Offerings
  - Delete Items from the Learning Plan
- **Learning Calendar**
  - View the calendar
- **Current Registrations**
- **Curriculum Status**
  - Register for an Item
  - Request a Scheduled Offering
  - Launch Content
  - Access a Community
- **Learning History**
- **Record Learning**
- **External Training Requests**

Learning Plan

The Learning Plan is where the Learner's pending training can be found, whether assigned by an administrator, a supervisor, or self-registered by the Learner. Training information is available in detail from this screen and the links found on it.

The Learning Plan may be accessed in either of two ways: clicking the **Go to Learning Plan** button on the right side of the home page; or clicking **Learning** on the top menu.

The Learning Plan is set up in a table that lists items the Learner needs to complete once and only once as well as items that are required to be completed on a recurring basis. All items displayed in the Learning Plan are those that the Learner has not yet successfully completed.

The Learning Plan table includes the following columns:

Column	Description
Title	The Title of the item
Type	The type of course: online, instructor-led, or other
Required By	The date that the learner must complete the item before it becomes overdue. Overdue items will show the date in orange.
Status	The current status of the Item
Action	The Action buttons that appear are based on the privileges given to the learner by the Administrator and the actions available on the item.

An example of a Learning Plan is shown in Figure 2.0.

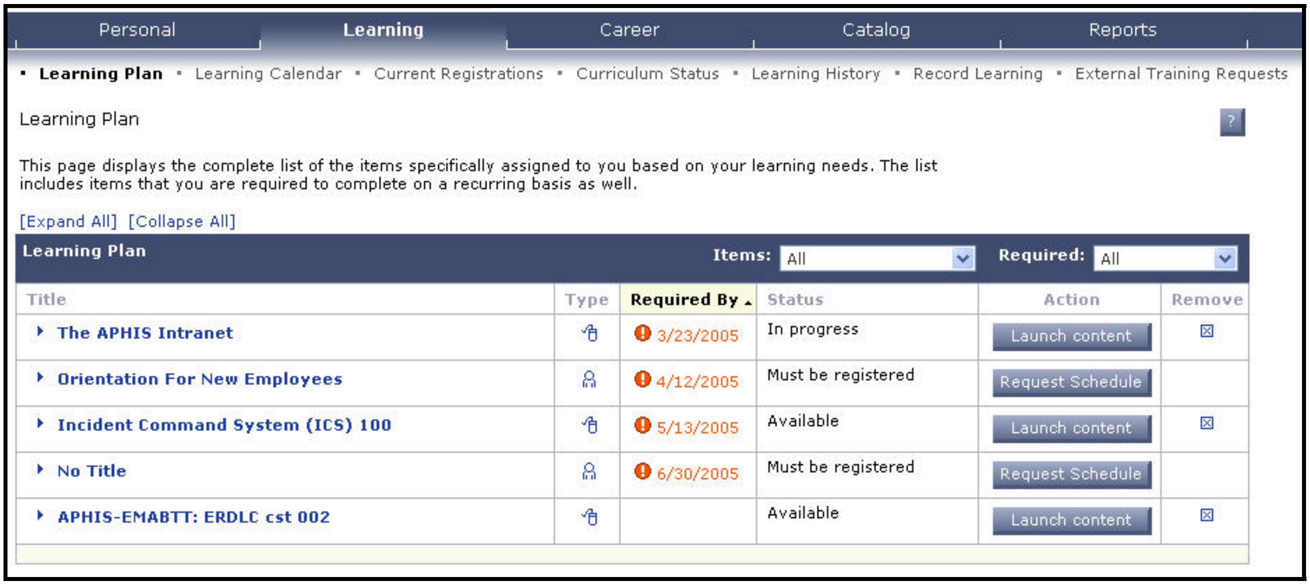


Figure 2.0 Learning Plan example

Item Classification Icons & Action Buttons

New to AgLearn, Item Classification Icons are an efficient way to show the medium or media of delivery for any Item on the Learning Plan. There are three Item Classification Icons, which may be used in conjunction with each other to indicate blended training (training that includes multiple delivery media, e.g. instructor-led and online content).

Icon Type	Description
	Online Item
	Instructor-led
	Other (may be documents, manuals, other physical goods)

Item Classification Icons are for informational purposes only. The Learning Plan also allows the learner to view a great deal of information, and perform necessary tasks, without having to navigate to another page. The Learning Plan Action Buttons make performing simple tasks easy.

Button	Description
Arrowhead	Expands or collapses information for the selected Item. It is located under the title.
Request Schedule	Presents Schedule Offering information for the Item

Button	Description
Register	Begins the registration process for the Item. The Learner will be informed if approval is required.
Request	Shown when no Schedule Offerings exist for an Item. Clicking this button submits a request to AgLearn administration that students are interested in a Schedule Offering for this Item
Launch Content	Launches Online Items

Viewing Item Details

From the learning plan, a list of items specific to a user's learning development is shown. For example, items may be listed for the user to take training for a specific job position, job level, or skill. A user can register in these items shown on his/her learning plan if they are not already currently enrolled. However, some items may not require the user to register. For example, specific online item courses do not require a user to register before participating. If a user does not have to register in the activity that is offered at a specific date and location, he/she may access the online item course directly from the **Launch Content** button on the learning plan.

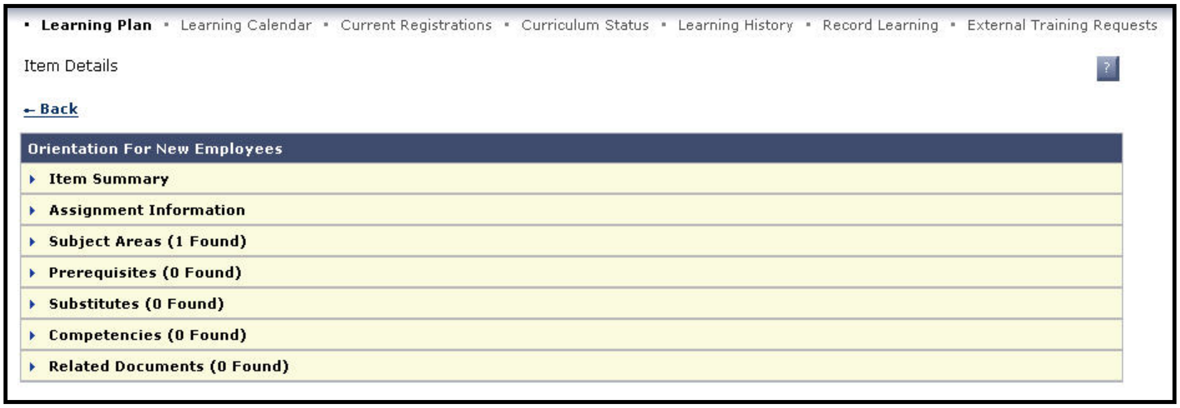
The Item Details page includes descriptive information on the:

- Item Summary
- Assignment Information
- Subject Information
- Prerequisites
- Substitutes
- Competencies
- Related Documents

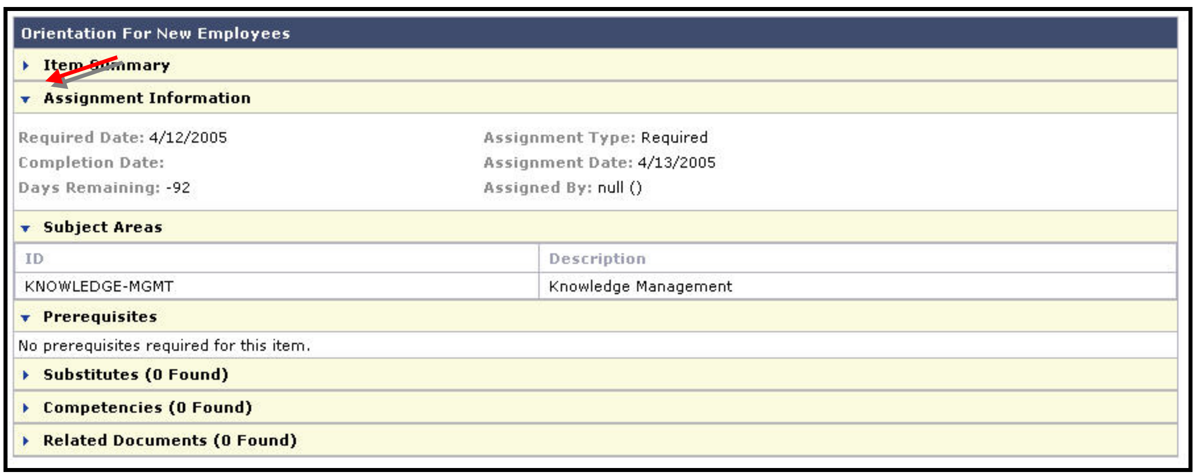
To access the Item details follow the steps below.

Steps	Viewing Item Details
1.	Click the **Learning** link on the top of the navigation bar, or Click **Go To Learning Plan** from the home page.
2.	From the Learning Plan, click on the actual item **Title** in the table and a new window will display the Item details.

Steps	Viewing Item Details



3. To see each detail, select the blue arrow key to expand the information.



4. Click **Back** to return to the Learning Plan.

From the Learning Plan, a Learner can also view a list of all learning activities that show if they are enrolled in a scheduled offering, or if they still need to register. By viewing the Status Column, the Status Column will identify which items the learner has enrolled in, or the learner “Must be Registered.”

The current registrations screen will show ONLY offerings for which there is a completed enrollment, meaning any approvals have been granted.

Registering for a Scheduled Offering

A **scheduled offering** is a specific scheduled learning event. For example, a scheduled offering might be "the HR101 class scheduled for October 15 in Room 320 at the Main Office." Scheduled offerings may also exist for online items. If an online item/learning activity is only available at a scheduled time and date, a Learner will need to register in the scheduled offering to participate. For example, a Forestry training course available online is restricted to users only during the following times Mondays, Wednesdays, and Fridays from 8-10:00am EST. The Scheduled Offering ID has now been added to the Scheduled Offering Details screen. Scheduled Offerings in a Catalog will be visible to all Learners who can view the Catalog – regardless of whether the Self-Registration checkbox is checked.

If their agency allows, Learners may self-register into a scheduled offering from the **Learning Plan** page (*or from the **Catalog***) if their agency allows self-registration. When a Learner registers, AgLearn places him/her on the list of Learners that will participate in a scheduled offering of learning. If a scheduled offering is full, the Learner will be added to the waitlist. When space becomes available, he/she will be moved to an enrolled status and placed on the participants list.

The following steps are for registering for a scheduled offering that requires approval.

Steps	Registering from the Learning Plan for a Scheduled Offering Requiring Approval
1.	Click the **Learning** link on the top of the navigation bar, or Click **Go To Learning Plan** from the home page.
2.	In the Learning Plan, click **Register** on the line for any Item with that option
3.	Click **View Details** to see the specifics of any Schedule Offering
4.	Click **Register**.
5.	Click **Yes.**
6.	Click **Confirm.** A request for approval will be sent to the appropriate authority.

Learners that self register into a scheduled offering have the option to unregister themselves. After a learner registers or unregisters themselves, a notification will be sent anytime their registration status changes.

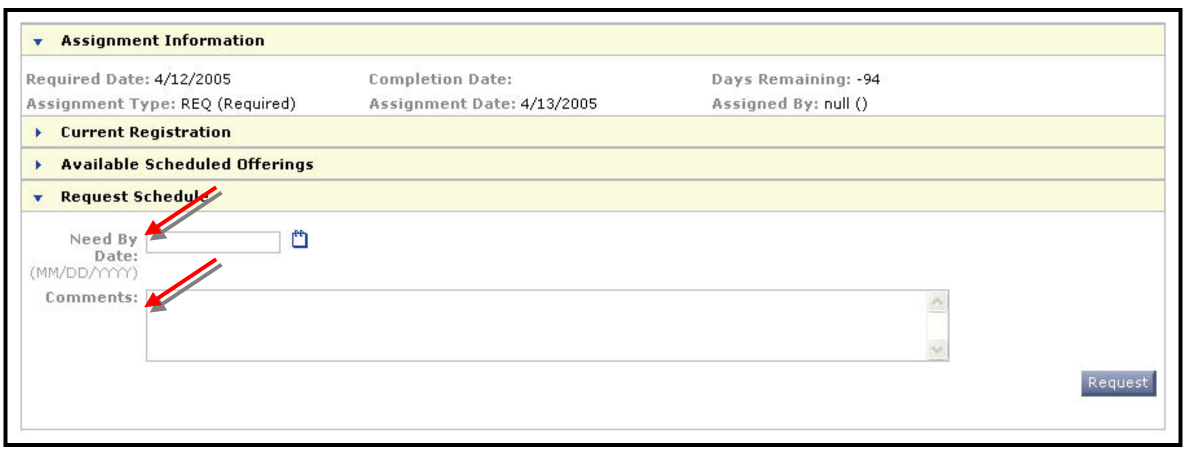
Below are step-by-step instructions for self-registering for a course (Item) in AgLearn.

Steps	Self Registering for a course (Item) in AgLearn
1.	Click the **Learning** link on the top of the navigation bar, or Click **Go To Learning Plan** from the home page.
2.	From the Action column, click **Register**

Steps	Self Registering for a course (Item) in AgLearn
3.	The next screen will display all of the scheduled offerings that are available for that Item. From the Action column, a Learner can click **View** for additional information about the specific Item.
4.	Click **Register** to register for the specific Item.

If an agency or specific scheduled offering does not allow a Learner to self-register, or there is not a convenient scheduled offering, the Learner can request a schedule.

The following steps identify how to request a schedule.

Steps	Requesting a Schedule
1.	Click the **Learning** link on the top of the navigation bar, or Click **Go To Learning Plan** from the home page.
2.	Find the item and click the **Register** button in the Action column
3.	Click the **Expand icon** to open the Request Schedule section.
4.	Type the **Need by Date** and **Comments** information box. 
5.	Click **Request** when complete, and the Administrator will be alerted.

If the Scheduled Offering requires approval for registration, the Learner will be placed in a pending status until the request has been approved.

Deleting Items from the Learning Plan (Unregistering)

Learners that added a course to their learning plan may also remove the course from their learning plan. If the course was assigned by an administrator, supervisor, or a Training Officer and is a required training item the Learner may not delete the item. If a Learner does want to remove an item then their training officer will need to do it for them.

To delete an item from a learning plan that was added by the Learner, complete the following steps.

Step	Deleting and Item from the Learning Plan
1.	Click the **Learning** link on the top of the navigation bar, or Click **Go To Learning Plan** from the home page.
2.	From the Action Status column, click the **Unregister** button.
3.	Click the remove box and confirm by clicking **OK**.

Learning Calendar

The Learning Calendar is a feature new to this version of AgLearn. When viewing the available Schedule Offerings for an Item, the Learner now has the option to see his/her current learning schedule in a calendar format. This is intended to make it easy to see what dates and times are free for training and travel.

The learning calendar is a graphical calendar view of the Learning Items of Learner enrollment. The calendar can be viewed in three different views:

- Daily,
- Weekly, and
- Monthly

The image below is an example of a Learning Calendar in a monthly view.

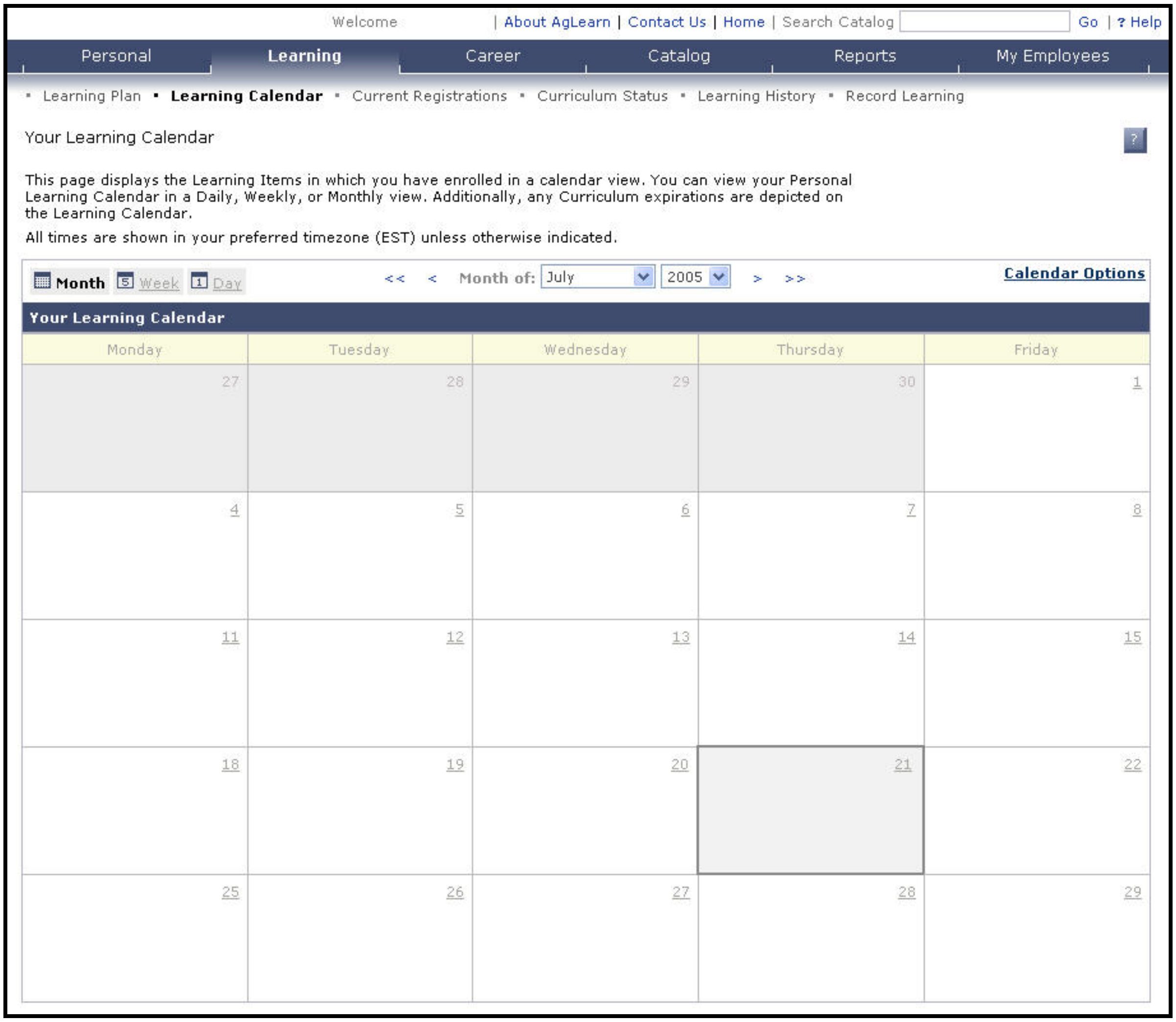


Figure 2.1 Learning Calendar, Monthly View

The learner has the option for changing views by clicking on the links in the calendar. For example, if a learner is in the Monthly view and they wish to change to a Weekly view, they may click the **Week** link on the right side of the calendar for the week they wish to view. If the learner is in the Daily or Weekly view, they can switch to other views by clicking the **Change Date** link.

In the monthly view the learner can scroll through the calendar in monthly or yearly increments by using the **Previous** and **Next** buttons provided at the top of the Monthly calendar view. Expired Curricula are shown on the Learning Calendar in **Bolded Type** on the Expiration Date.

Calendar Options

To view or change the calendar options, click the Calendar options link in the Monthly view. The Calendar options page appears. From this page, the Learner can review and set the calendar options for their Learning calendar as shown in the image below.

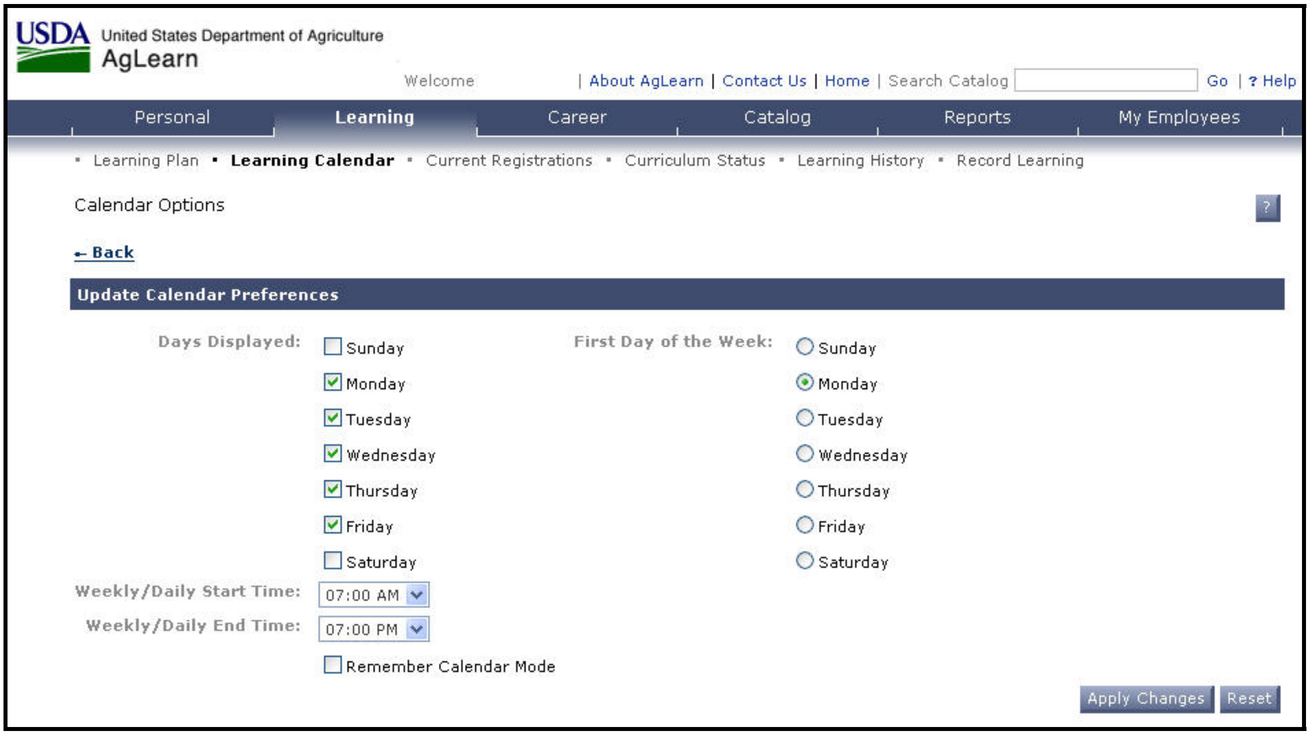


Figure 2.2 Learning Calendar Options

The Learning Calendar options are:

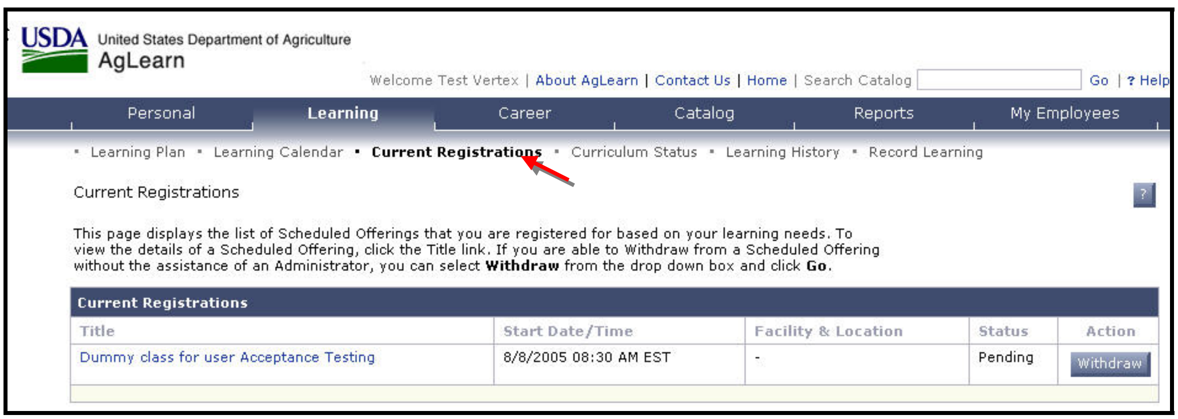
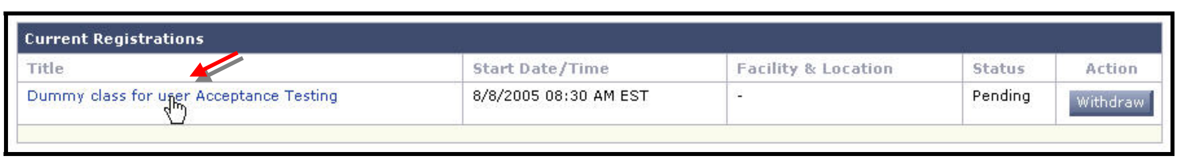
Setting	Calendar Option Descriptions
Days Displayed	This option allows the learner to select the checkboxes of the days that they want displayed in the Monthly and Weekly views.
Weekly/Daily Start Time	The learner can select the first time slot that they want to appear on the Weekly and Daily views.
Weekly/Daily End Time	The learner can select the last time slot that they want to appear on the Weekly and Daily views.
First Day of the Week	The learner can select that day that should appear first in Weekly and Monthly views. If the learner selects a day in the First Day of the Week options that is not selected in the Days Displayed checkboxes, the next available day becomes the first day of the week.

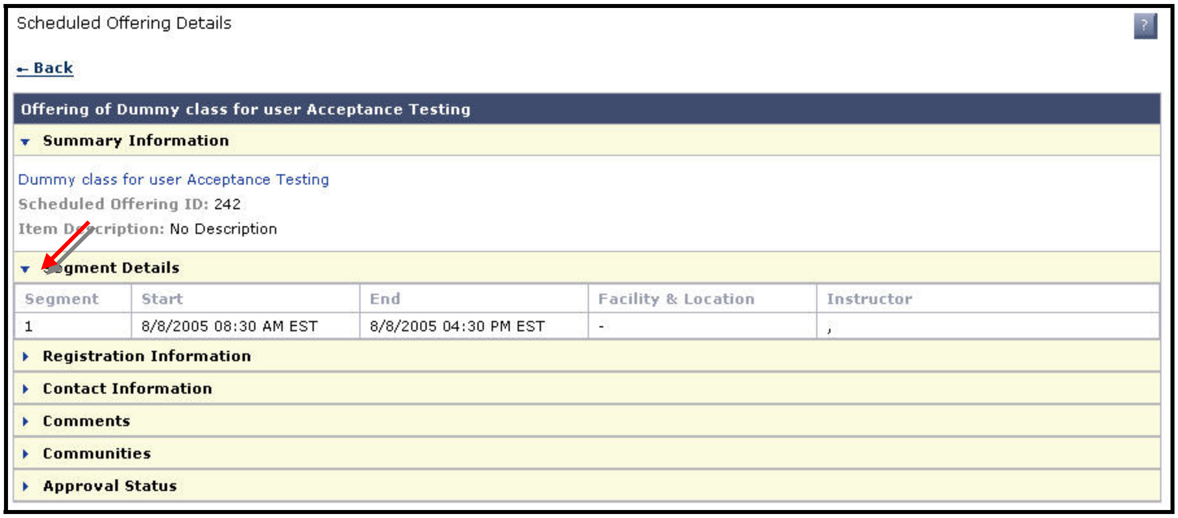
Setting	Calendar Option Descriptions
Remember Calendar Mode	The learner can select this to save the current mode.

Current Registrations

It is often convenient to be able to view all registrations apart from the Items that are either online, or are awaiting registration for one reason or another. The Current Registrations page allows the Learner to quickly and easily see all confirmed registrations, which means these are usually Schedule Offerings that will require his/her presence at a specific place and time, and for which arrangements may have to be made. Learners may also withdraw from a Schedule Offering from this page.

To View current registrations complete the following steps:

<table>
<tr><th>Steps</th><th>Viewing Current Registrations</th></tr>
<tr><td>1.</td><td>Click the Learning link on the top of the navigation bar, or Click Go To Learning Plan from the home page.</td></tr>
<tr><td>2.</td><td>Click Current Registrations.

</td></tr>
<tr><td>3.</td><td>To view the details of a scheduled offering, click its Title link.

</td></tr>
<tr><td>4.</td><td>The Segment Details, Registration Information, Contact Information, Comments, and Communities may be viewed by clicking the Expand icon next to the information type the learner wants to see.</td></tr>
</table>

Steps	Viewing Current Registrations
	

The Current Registrations page contains basic information about the scheduled offerings the Learner is registered for. Each column in the table contains a different piece of information about the registration:

Title	Registration Descriptions
Title	This is the name of the scheduled offering. Click the **title** to open the **Scheduled Offering Details** page.
Start Date/Time	This identifies the start date and time of the scheduled offering. This is displayed in the Learner's time zone no matter where the scheduled offering originates.
Facility & Location	This is where the offering is scheduled to occur. If the offering is an online item, this area is left blank.
Status	The learner's status to the scheduled offering is in this location.
Action	These are the various actions that the learner can take on the particular scheduled offering.

Curricula

A Curriculum is a group of related Learning Items that complement each other to increase a Learner's expertise. A simple example of a Curriculum might be a series of Items designed to give a Learner a breadth of knowledge in the Microsoft Office Suite. The Curriculum name could be Microsoft Office; to complete the Curriculum, each Learner has to pass Basic Word, Basic Excel, Basic PowerPoint, and Basic Outlook. An example of a more specialized and advanced Curriculum might be created for a Learner who will need an in-depth knowledge of spreadsheets and pivot tables. The Curriculum name could be Excel; the requisite Items could be Basic Excel, Intermediate Excel, Advanced Excel, and Special Features in Excel.
Curricula can be nested, just like Subject Areas, with sub-Curricula making up parts of the larger Curriculum. A curriculum may belong to multiple sub-Curricula, just as an Item may belong to multiple Curricula.

Curriculum Status

The Curriculum Status contains a list of curricula that has been assigned to the Learner. Each curriculum title links to the Curriculum Details page. From the Curriculum Details page, the learner can:

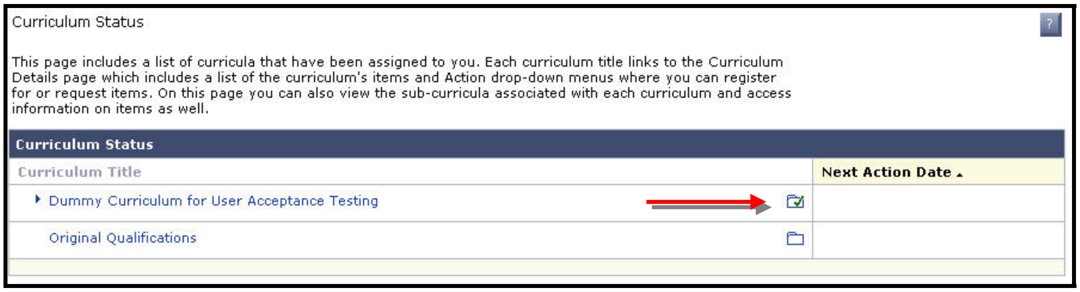
- Access Item Details
- View Required By and date Completed information
- Choose to register for or request an item
- Launch Online Content
- Request a Scheduled Item
- Access Online Communities

To access the Curriculum Status page, complete the following steps:

Steps	Access Curriculum Status
1.	Click **Learning**, then **Curriculum Status**
2.	Select a Curriculum to see its directly related items
3.	Click any Item for more details, or to register.

From the Curriculum Status page the Learner can also view the sub-curricula associated with each curriculum. For a curriculum to be completed, all of its items and sub-curricula must be complete and up to date. Listed below are the Curriculum Status Field Descriptions.

Title	Curriculum Status Field Descriptions
Title	This is the title of the curriculum.
Completion Status Icons	A folder with a green check indicates a completed curriculum/subcurriculum. A plain folder indicates an incomplete curriculum/subcurriculum.

Title	Curriculum Status Field Descriptions
	
Next Action date	This identifies the date by which all items related to the selected curriculum must be completed.

Registering for an Item

When the Learner accesses the Curriculum Details page, he/she may register for an item by completing the following steps:

Steps	Registering for an Item
1.	From the **Curriculum Details** page, click the **Register** button. This will bring up the Registration page that contains the item details.
2.	Select an Item, and then in the Action column, click the **Register** button for that item.
3.	Add **Comments**
4.	Click **Confirm**, and a Confirmation page will appear.

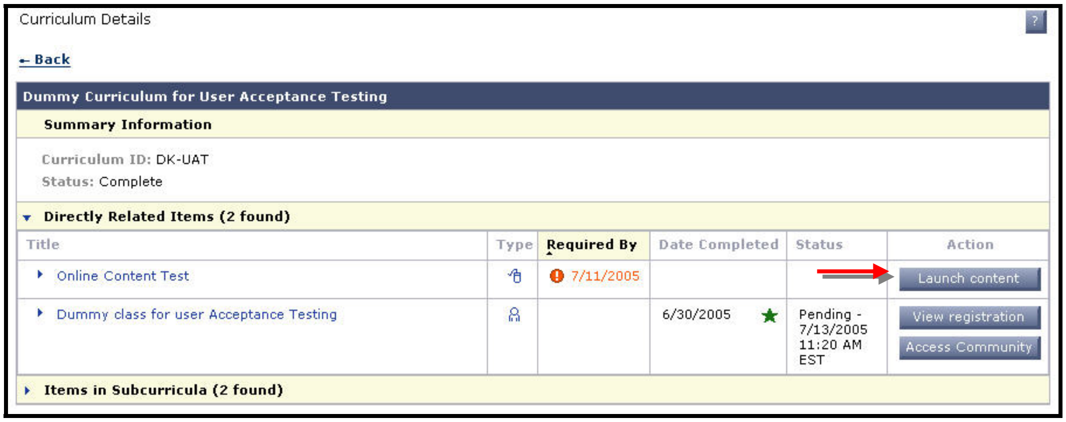
The Curriculum Details page also allows the learner to request a scheduled offering. Follow the steps listed in the Learning Plan section for requesting a scheduled offering.

Launching Online Content from Curriculum Details Page

One of AgLearn's most powerful features is its ability to launch online Learning Items while tracking Learner progress and completion. This allows Learners to complete required training from any location for which they have been granted AgLearn access.

Depending on the type of content, the Learner may be able to bookmark his/her place so the system will remember where she/he left off. Learning Histories and competency assessments can also be automatically updated upon completion of an online Item.

The Learner can launch online items that are listed in his/her Learning Plan directly from the Curriculum Details window if he/she has successfully completed any identified prerequisites for the selected online item.

<table>
<tr><th>Steps</th><th>Launching Online Content from Curriculum Details Page</th></tr>
<tr><td>1.</td><td>From the Curriculum Details page, find the Item Title and Click the Launch Content button.

</td></tr>
<tr><td>2.</td><td>Click the appropriate link in the Content Structure box</td></tr>
<tr><td>3.</td><td>Follow the directions in the content</td></tr>
</table>

The learner may also Launch Content directly from their Learning Plan.

Accessing a Community

A learner may also access a community that is associated with an item in his/her curriculum. To access a community, the Learner must first find the item that has the community, and then click the **Access Community** button as shown in the image below.

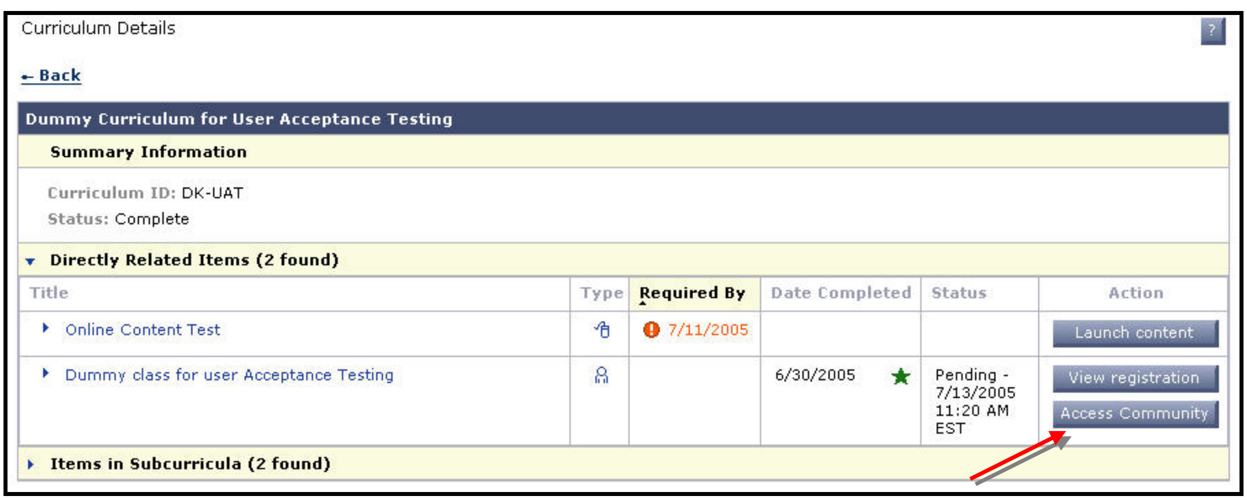


Figure 2.3 Accessing a Community

Learning History

When an item (learning activity) has been added to a Learner's learning plan, he/she would either register into a scheduled offering or launch the online training activity/content, and then in some way complete the item. To complete the item; it may be a manual read, online content launched, or a seminar attended. Whatever the item type, the successful completion of the item needs to be recorded as 'complete' in the AgLearn system.

When a user completes a learning event, he/she will need to verify that the event is added to the Learning History page as 'complete'. A learning event may be recorded manually by the Learner's training supervisor or training officer. Some items will automatically set the item status to 'complete' once a user has successfully finished, for example an online course or exam. If the item is not automatically updated in the system, depending on the business rules of the agency, the supervisor will need to do it for them. Please check with the agency's training officer for further guidelines on recording learning events.

The Learning History is a comprehensive accounting of all learning events for which the Learner has been granted credit. It can be used as the final arbiter for any disputes that arise over whether training has been completed, so it is critical for Learning History information to be accurate. Online content can be reviewed from the Learning History if a refresher is needed as displayed in the image below.

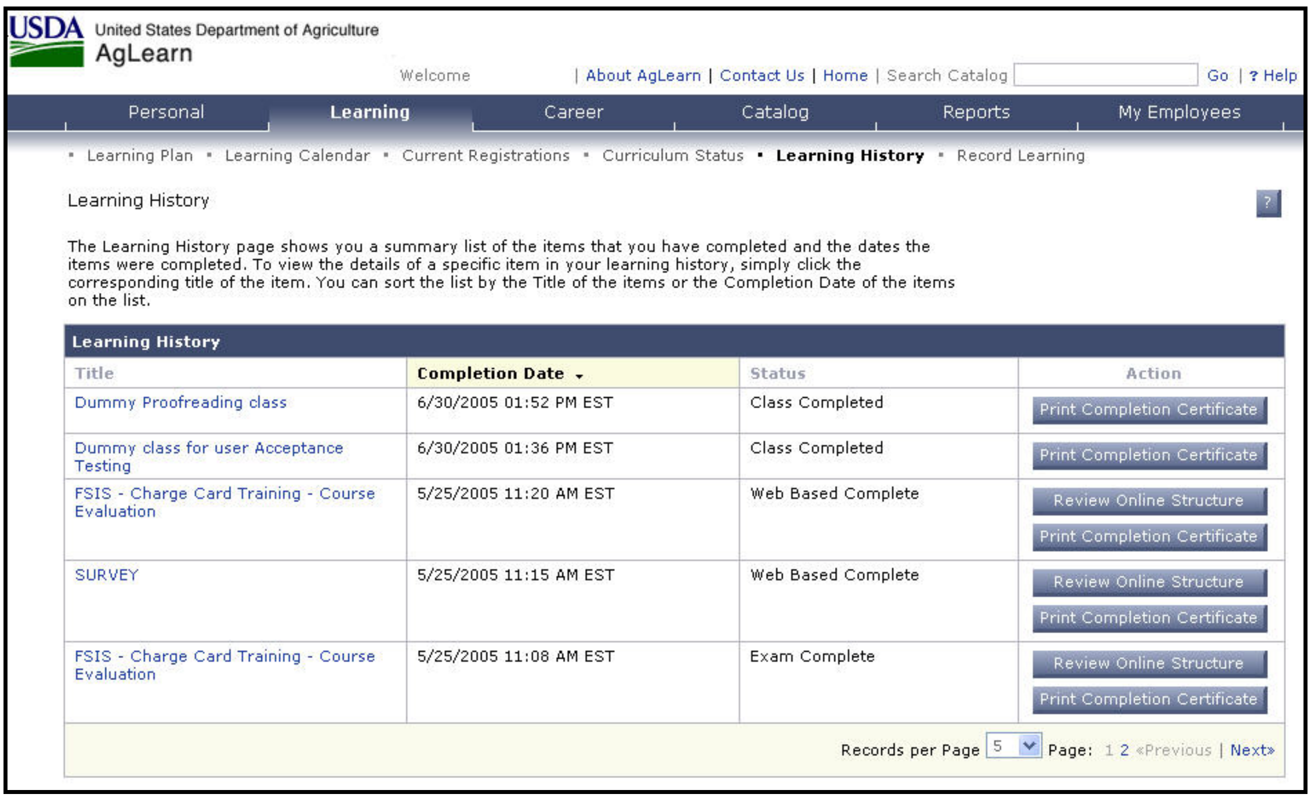


Figure 2.4 Learning History Page Example

To view details of a specific item listed in the Learning History, click the title of the item. This will bring up the Item Details page. The following information appears in the History Details page:

Title	History Details Description
Item Key	Item type and title
Revision	The date of the revision that the learner completed
Completion date	The date when the item was completed
Status	The status of the learner regarding the item
Grade	The grade achieved
Total Hours	The total hours of the item
Credit Hours	The credit hours of the item
Contact Hours	The number of designated hours for Learner instruction during a learning event
CPE Hours	The Credit for Professional Education (CPE) hours of the item.
Instructor	The instructor for the scheduled offering
Comments	These are comments that are entered by the person who recorded the Learning event
Last Update user	This identifies the person who last updated the history for this item
Last Update Time	This identifies the last time the history for this item was updated
Esig meaning Code	The E-Signature meaning code for verification

The learner can also print hard copy certificates of completion from the Learning History. Complete the following steps to view the learning history or print a certificate of completion.

Steps	Viewing the Learning History/Printing Certificates of Completion
1.	Select **Learning** from the top menu and click **Learning History**
2.	A list of completed learning Events will be displayed.
3.	Find an Item for which a Certificate of Completion is needed and

Steps	Viewing the Learning History/Printing Certificates of Completion
	click **Print Completion Certificate** in the Action column**.** 
4.	A message window will appear that will inform the Learner to wait while the report (certificate) is being prepared. The certificate will appear shortly thereafter.

Recording Learning

The learning event recorder takes the Learner through each step for recording an item or non-item learning event. An item learning event is any unit of learning that is managed by the Learner's organization in the AgLearn system. A non-item learning event is any unit of learning that is not managed in the AgLearn system by the Learner's organization. If a non-item learning event is completed successfully, it may still be entered into the sys tem to receive credit as 'complete'. It is at the discretion of each agency to determine if learners are allowed to record completed training activated themselves. If a learner is not permitted to record their own learning activities, a supervisor or training officer must record the completion for them.

Once a learning event is recorded, the learning event will move from the Learner's learning plan to the Learning History. In some cases, an item will remain on the Learning Plan even after a learning event has been recorded. This indicates to the Learner that the item has a retraining interval. Check the **required by date** to verify when the retraining interval must be completed.

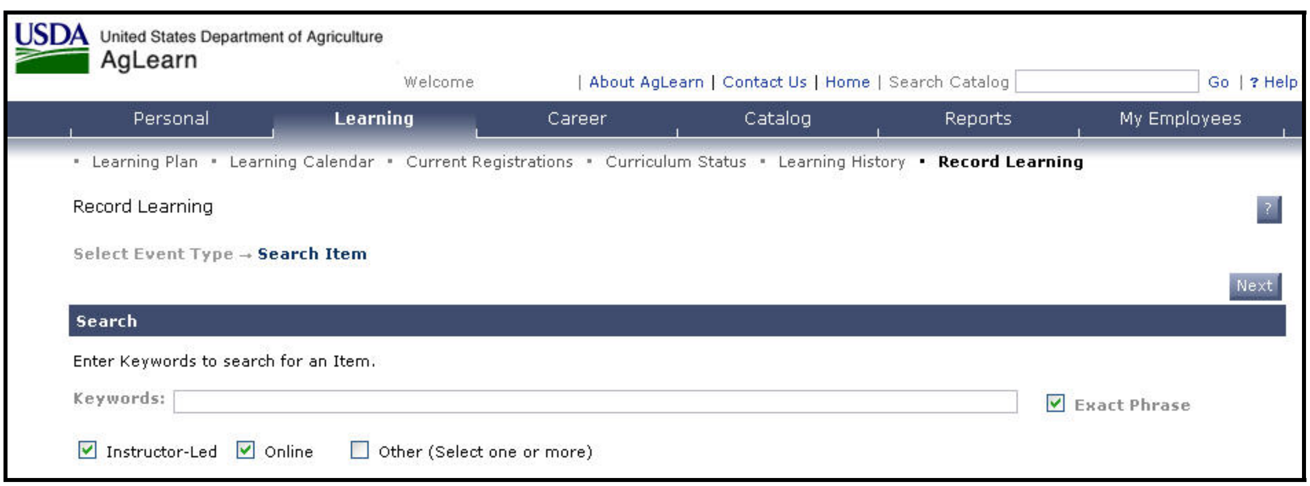
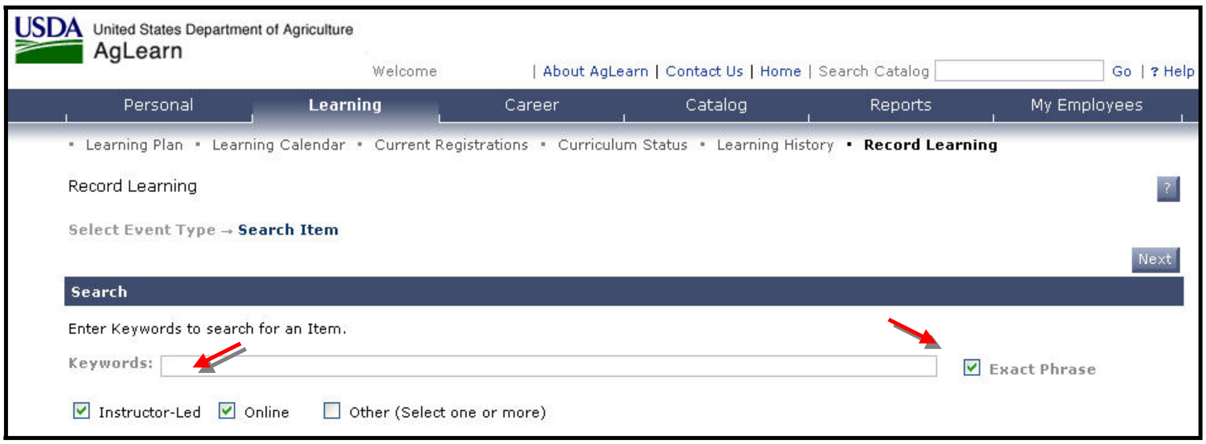
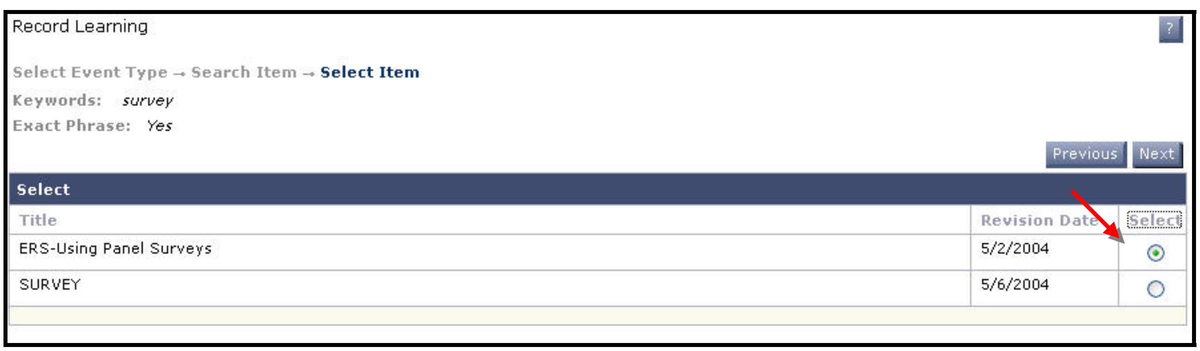
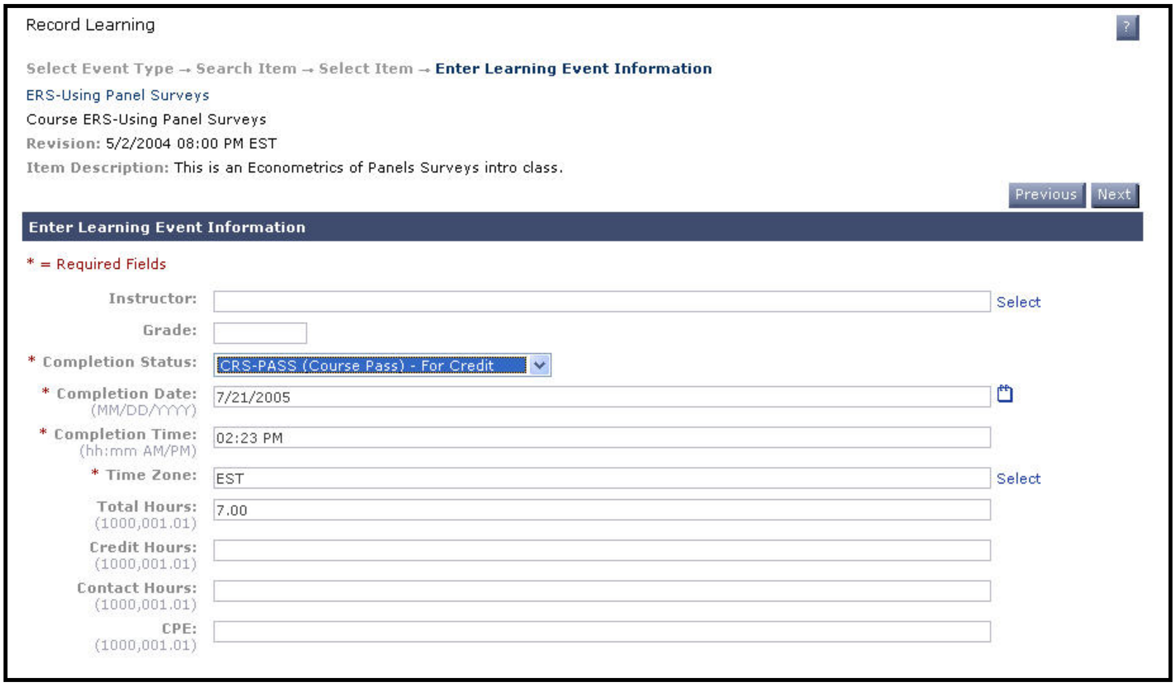


Figure 2.5 Record Learning Page

AgLearn grants Learners the ability to record training events for themselves. Complete the following steps to record a Learning event to Learning History.

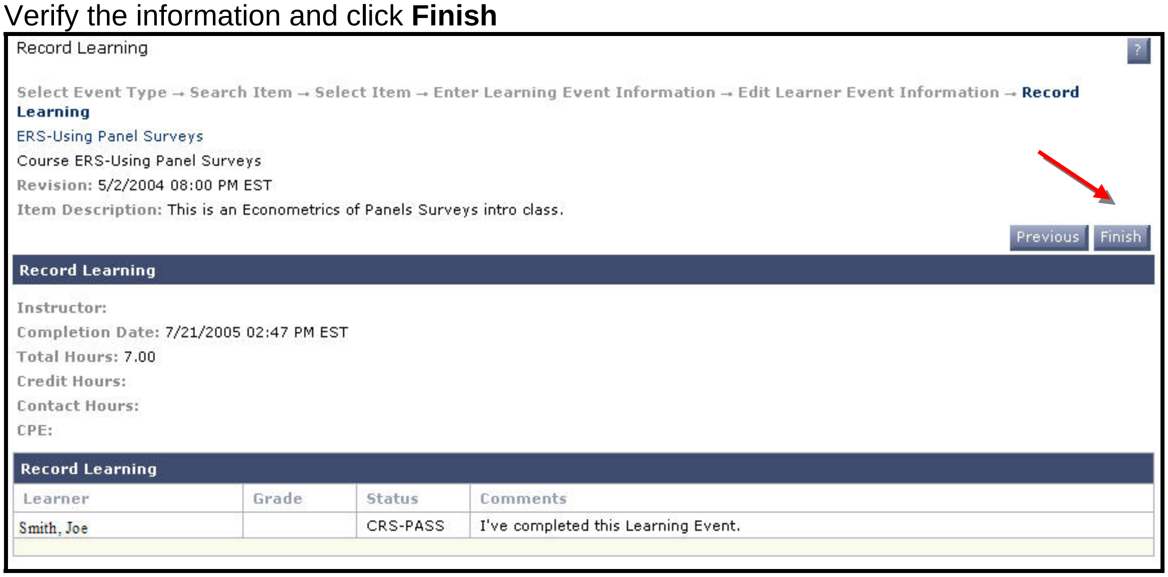
<table>
<tr><th>Steps</th><th>Recording a Learning Event to Learning History</th></tr>
<tr><td>1.</td><td>Select Learning from the top menu and click Record learning</td></tr>
<tr><td>2.</td><td>Enter all, or part of, the name of the Item you are requesting credit for. Check or uncheck Exact Phrase as necessary and click Next, when finished.

</td></tr>
<tr><td>3.</td><td>Select the radio button for the Item(s) desired, and click Next.

</td></tr>
<tr><td>4.</td><td>Fill in data as needed, paying special attention to the required fields. When the information is complete, click Next.</td></tr>
</table>

Steps	Recording a Learning Event to Learning History



5. Enter any comments in the **Comments** field.

6. Verify the information and click **Finish**



Steps	Recording a Learning Event to Learning History
7.	A status screen will inform the Learner that the event was successfully recorded. 

External Training Requests

External training requests requiring an SF-182 form can now be handled through AgLearn and its Training Approval Process (TAP). The entire process can be performed electronically.

Steps	Registering for External Training
1.	Click **Learning** on the top menu, then **External Training Requests** 
2.	Click **New External Request** 
3.	The Request, Authorization, Agreement and Certification of Training form appears. Complete the form and click **Submit**.
4.	If the specific Item asks for Approval information, complete the information on the screen, and click **Submit**.
5.	A notification of the External Training Request is sent to the first approver listed in the External Training Approval Process. An alert is then listed on the Learner's homepage if the first approver is the supervisor.

SECTION III: CAREER

The Career section in AgLearn provides three features that pertain to competencies. The following functions are available to the Learner:

- Assessment History
- Competency
- Career Planner

Competencies are measurable capabilities that are required or recommended for effective performance. Competency Management in AgLearn will allow USDA to track the levels at which a particular task or job needs to be performed. In addition, this model captures the proficiency level a Learner has achieved, or must obtain to perform a particular task or job adequately.

The assessment of a Learner's particular level of competency is obtained by objective and subjective means. Objectively, a Learner successfully completes an Item and is automatically given a competency rating relative to the Item. Subjectively, a manager can observe a Learner and, based on established criteria, give a rating. Both means are supported in AgLearn under the Competency Management Model.

The USDA's Competency Model had yet to be finalized as of the writing of this reference. (July 2005.) The competencies, rating criteria, assessment processes, and administrative procedures cannot be described in detail in this edition. What follows is a brief overview of the general capabilities of AgLearn's competency module, with some common tasks. The procedures for the tasks described will not change, but the final business processes associated with the Competency Model are not known at this time. Please consult with your agency lead before undertaking any activities relating to competencies.

Several terms are important to know when discussing Competencies in AgLearn.

Terms	Descriptions
Competency	A measurable capability that is required or recommended for effective performance; acquired through training or experience.
Competency Description	This is the description of the competency that the assessment measured
Competency Type	The type of competency that the assessment measured
Required Rating	The rating the Learner is required to achieve in the corresponding competency to reach the job position.
Assessed Rating	This is the current rating that the learner earned in the competency. The Learner can click the score to open the scale that was used to measure against him/her.

Terms	Descriptions
Assessment	A level applied to a particular Learner by a rater or recorded automatically upon completion of an Item.
Gap	A numerical difference between the assessed rating and the required rating.
Job Position	This is the unique identification of the selected job position.

To access the Career page, select **Career** from the top menu bar. This will bring the learner to the Assessment History page as shown in Figure 3.0 Career Page Example.

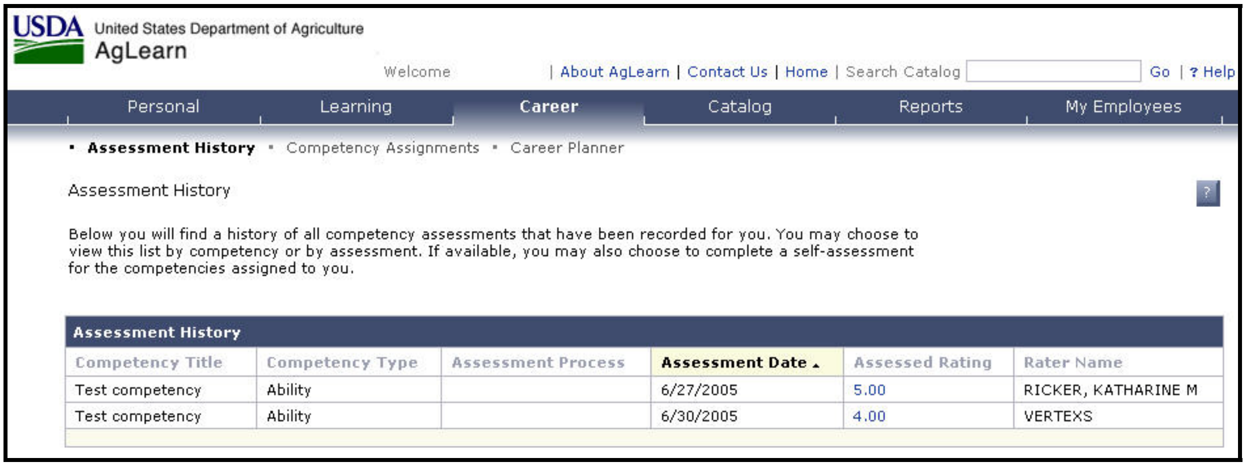


Figure 3.0 Career Page Example

Assessment History

The Assessment History page displays the results of assessments that raters made on the Learner. Assessments may comprise of questionnaires or surveys that were used to evaluate the learner against a given set of competencies.

Competency Assignments

The Competency Assignments page displays the competencies that are assigned to the Learner. The goal of the learner is to complete the competencies and achieve the required rating. To access the Competency Assignments Page, select **Career**, then **Competency Assignments** from the top menu bar as shown in Figure 3.1 Competency Assignments.

Figure 3.1 Competency Assignments

When a Learner completes an item at the designated competency level, he/she fulfills the requirements of the competency. The Learner may also assign an Item that allows him/her to meet the required rating by completing the following steps:

Steps	Assigning Related Items for meeting Competencies
1.	Click **Career**, then **Competency Assignments** from the top of the menu bar.
2.	Locate the competency, and click the **Assign Related Items** button. 
3.	The Related items table appears with a list of items that fulfill the competency at the rating that has been assigned to the Learner. In the **Action** column, the Learner can select the checkboxes of items that he/she would want to have assigned, and then click the **Assign Selected Item** button.
4.	The Status page displays the status of the assignment. Click the Return to Competency Assignments button to return to the Competency Assignments page.

Career Planner

The Career Planner compares the learner's current state in competencies to the competencies in a selected job position. A gap analysis is the difference in the learner's competency ratings between where he/she currently stands and the job position that he/she would like to attain. Competencies with positive gaps are competencies where the learner has a higher rating than the job position that was selected.

If the number is negative, it is considered a negative gap. With a negative gap, the Learner should schedule items that help him/her reach the required rating to make up the gap. The learner can view the items associated with the selected competency and add them to his/her Learning Plan to bridge the gap. To access the Career Planner, select **Career**, then **Career Planner** from the top menu bar.

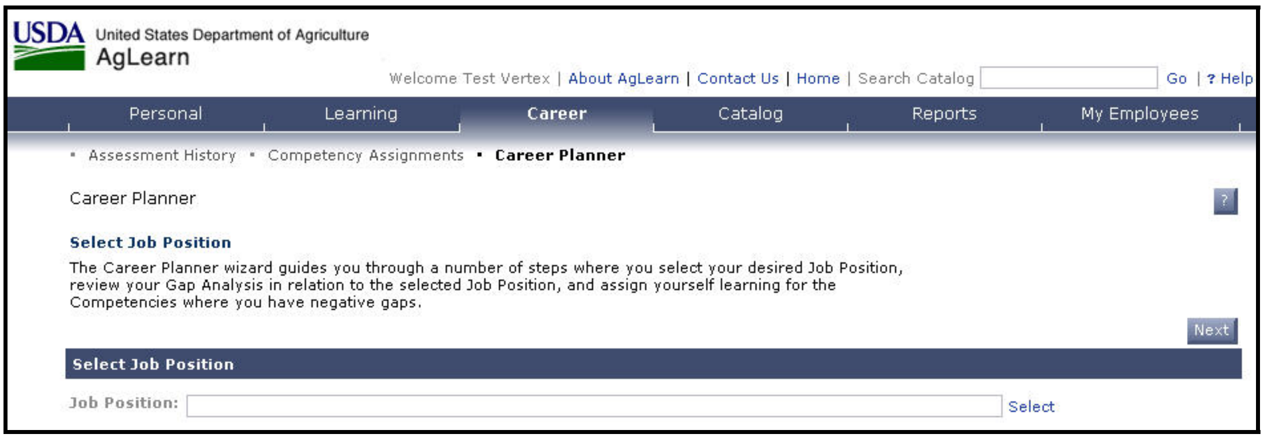
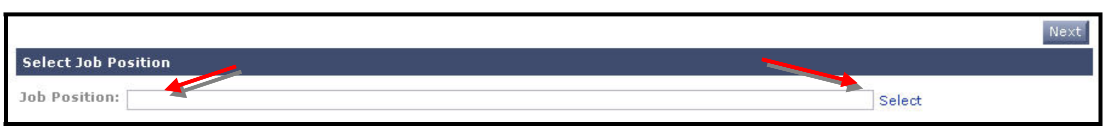


Figure 3.2 Career Planner

The following steps outline how to view gap analysis from the Career Planner.

Steps	Career Planner
1.	From the Career Planner page, type in the Job Position ID in the Job Position text box, or click the Select link to search for one. 
2.	Click **Next**, and the View Gap Analysis panel appears.
3.	In the View Gap Analysis panel, the Gap Analysis table contains columns that describe the gaps. To view items that help make up a gap in a competency, select the **option** button in the **View Related Items** column, and then click **Next**.
4.	The Assign Related Items table contains a list of items that are related to the selected competency. Click the Item's **option** button and then click **Next**. This action will add the Item to the Learner's Learning Plan.

Steps	Career Planner
5.	The Confirm panel will ask the Learner if he/she wants to assign the selected item. To return to the gap analysis, click the **Return to Gap Analysis** button, or click **Finish** if complete.

SECTION IV: USING THE CATALOG

The Catalog section is an area where a Learner can view, search, and register for training activities, also known as items. Catalogs contain items, which are learning activities managed in the AgLearn system. Once a Learner finds an item he/she wants to participate in, he/she may add the item to their Learning Plan or request for the item to be scheduled. In addition, a Learner can search and launch web-based activities from catalogs, which allow users to take learning activities via the Internet.

Several changes have been made to the AgLearn catalog to make it easier to use. Among the most useful is the enhanced browse function. Within the Catalog section, a learner can perform the following functions:

- Browse Catalog
- Calendar of Offerings
- Simple Catalog Search
- Advanced Catalog Search

In addition, the new feature of AgLearn has a new Catalog shortcut that has been added to the Learner's homepage to access the catalog as well. This will take the Learner directly to the Catalog sections as shown in Figure 4.0 Catalog Shortcut from Home Page.

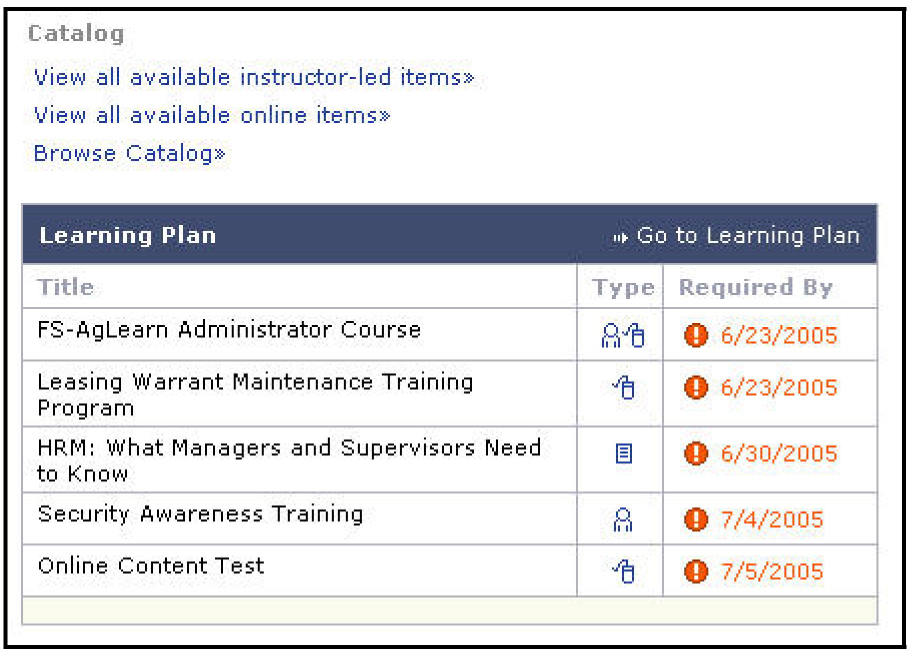


Figure 4.0 Catalog Shortcut from Home Page

Browse Catalog

When a Learner selects **Catalog**, from the top menu bar, they are taken directly to the **Browse Catalog** page. From the Browse Catalog page, a Learner can browse through all of the items in the catalog by subject area. The Browse Catalog page contains two sections, the Subject Area Menu and Items as shown in Figure 4.1 Catalog Page.

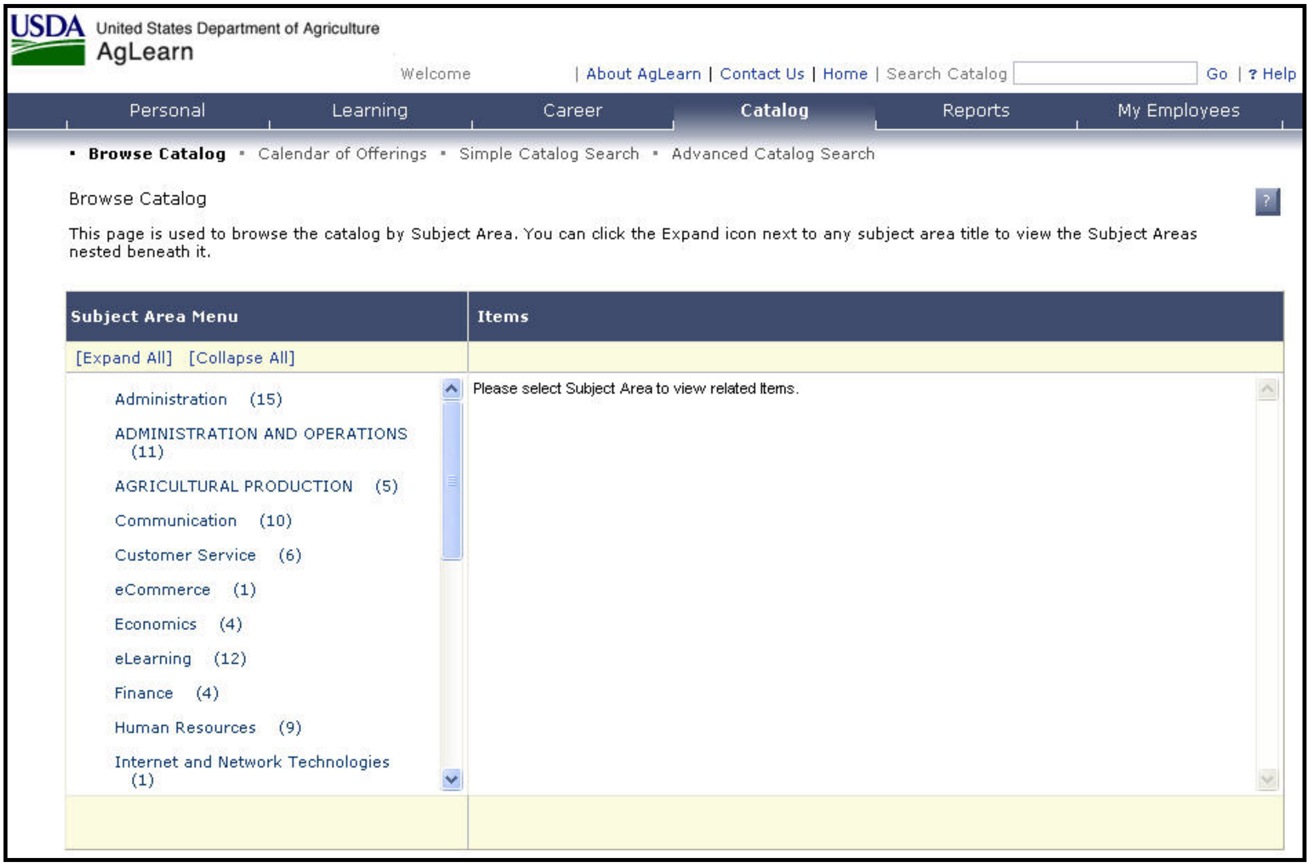


Figure 4.1 Catalog Page

In AgLearn, browsing and searching are similar, yet different, functions. Browsing implies some flexibility in the Item or Items being looked for. The Learner may have an interest in a general Subject Area, but not know which Item will be most useful, or will be of the most interest. Browsing allows the Learner to look at a range of Learning Items, much like wandering the aisles at a library or bookstore until a certain title catches the eye.

Another new feature in AgLearn is that a simple catalog search box has been moved to the top right corner of every page, as shown in Figure 4.2 Catalog Search Box.

Figure 4.2 Catalog Search Box

Subject Area Menu

The left column contains the Subject Area Menu. This column lists all of the subject areas that are available to the Learner in the catalog, which can now be grouped hierarchically for easier browsing. Before, each Subject Area was unique unto itself, so there might be different Areas for Writing, Public Speaking, and Preparing PowerPoint Presentations. A Learner could spend quite a bit of time scrolling through Subject Areas if she/he was unsure of the proper Subject Area needed. Now a broader Subject Area of Communications can be created, with nested sub-areas for Writing, Public Speaking, PowerPoint, and any other topic that might logically be considered a communication skill. The number of items in each subject area is listed in parenthesis after the corresponding subject area title.

Note: The item count for each subject area does not include items found in the sub-subject areas.

To view the Subject areas, select the **Expand** icon. The sub-subject areas will be indicated in the drop down list as shown in Figure 4.3 Subject Area Menu Sub-Areas Expanded.

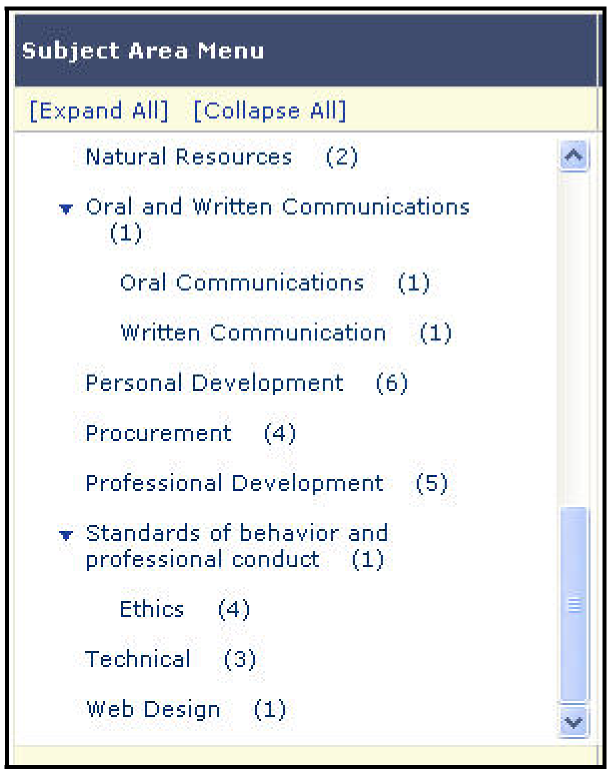


Figure 4.3 Subject Area Menu Sub-Areas Expanded

To close the expanded list, click **[Collapse All]** at the top of the table, or the **Collapse Icon** within the menu selection.

Items Section

The Items column displays a list of items in the subject area that was selected from the Subject Area Menu column. The Items list displays the list into pages and each page contains a limited number of items. There are as many pages as necessary to list all of the items. The following table lists some basic information about the items.

Terms	Descriptions
Description	The description from the catalog.
Cost	The cost of the item
User Rating	The average rating of the Item (out of five stars).
Scheduled Offerings	If the item has any Scheduled Offerings, the scheduling information is listed with a **Register** button that allows the learner to register for the Offering. To view more scheduled offerings that are not listed in the table, click the **More Offerings** link.

In the Items column, the Learner may perform the following actions after selecting a Subject Area of interest from the left pane.

Actions	Directions
Launch an online Item	Click the **Launch** button
Add Item to Learning Plan	Click the **Add to Learning Plan** button
Register for a course	Click the **Register** button
Open the Communities module	Click the **Access Communities** button
Open Registration page	Click the **Request Schedule** button

Calendar of Offerings

The Calendar of Offerings provides the Learner the ability to view Offerings that he/she searched. The calendar can be viewed in a monthly, weekly, or daily view. Figure 4.4 Shows an example of a monthly view with an offering available on the 26th.

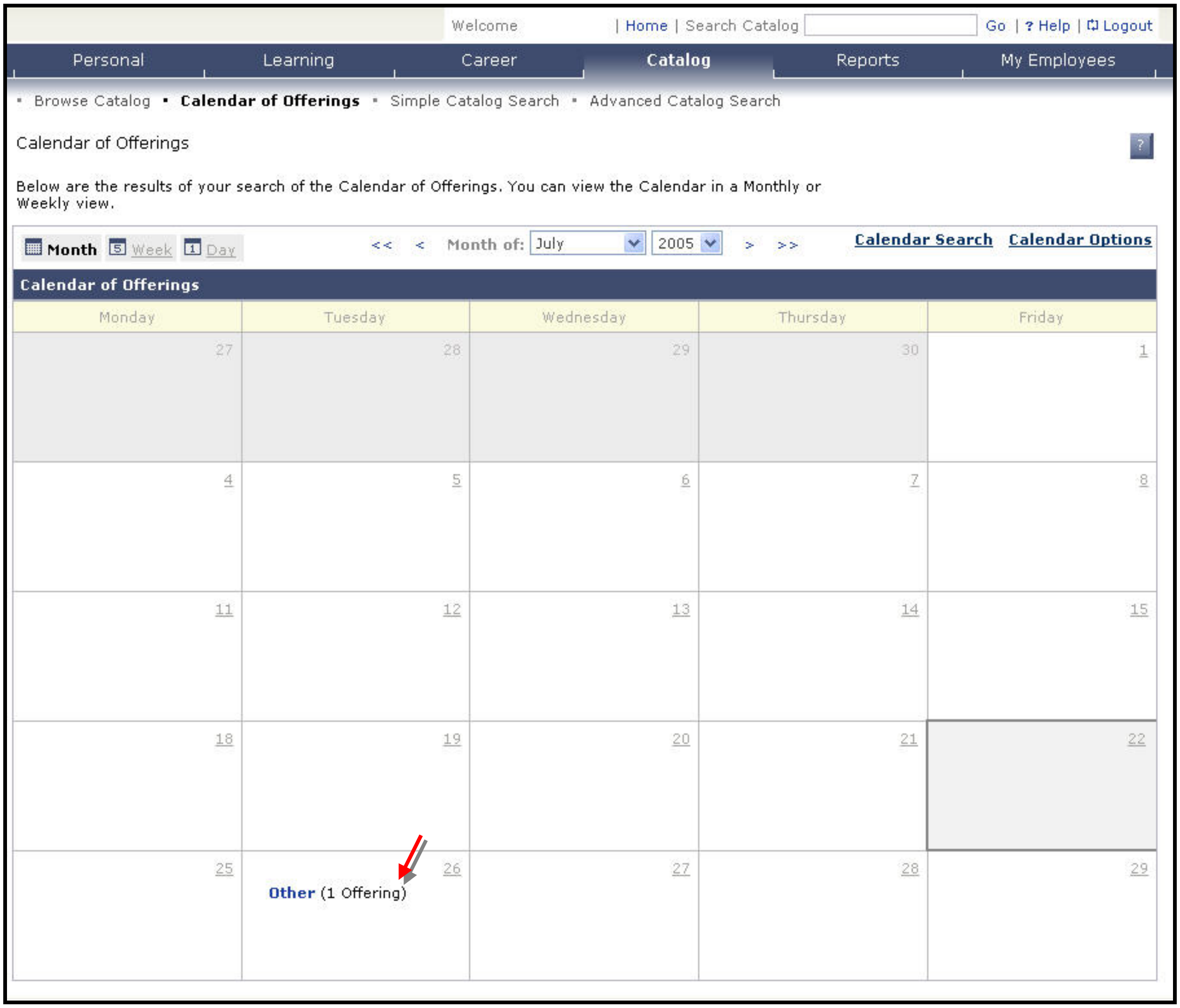


Figure 4.4 Calendar of Offerings Monthly View Example

Complete the following steps to Register for an Offering.

Steps	Register from the Calendar of Offerings
1.	Selecting the offering from the calendar
2.	Click the **Register** button. 
3.	In some instances, the Learner will be informed that a particular scheduled offering needs approval. If the Learner continues, he/she will be registered with a pending status until the approver approves the registration request.

Calendar Search

The Learner may also do a Calendar Search for an Offering by clicking the **Calendar Search** link located at the top right of the calendar. This will take the Learner to a Search page as shown in Figure 4.5. The Learner may type in his/her search criteria and Click **Search** to get the results.

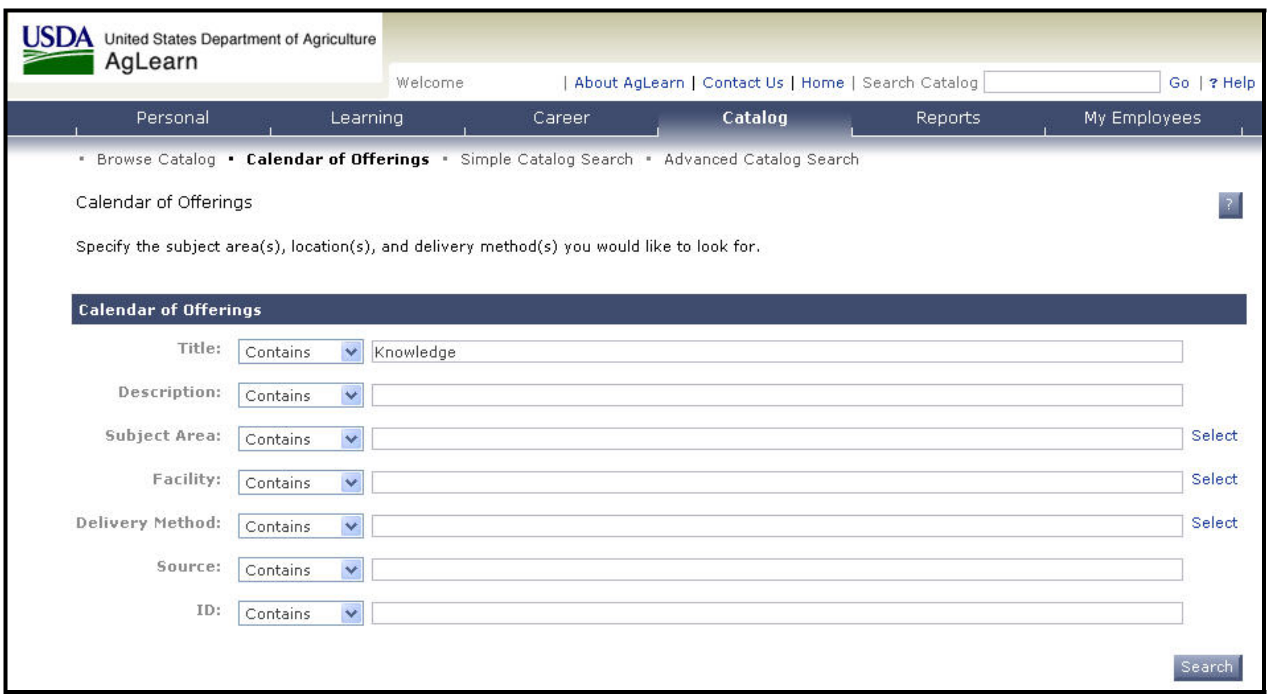


Figure 4.5 Calendar Search Page

Searching the Catalog

Browsing the Catalog may take the Learner through a wide range of Items to find what she/he needs. Searches are specific, to be used when the Learner knows what Item is needed and wants to get to it quickly. A Learner can view and search only catalogs that are assigned to their domain or organization. A Learner's training officer or AgLearn point of contact designates domains and organization. Learners can search the catalog for items and its associated scheduled offerings by subject area or item title. Course offerings in a catalog are determined by the agency's affiliation within USDA and the training offered by the agency. If additional information is needed, please speak to the training officer about available course offerings.

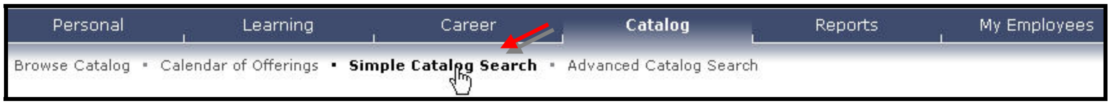
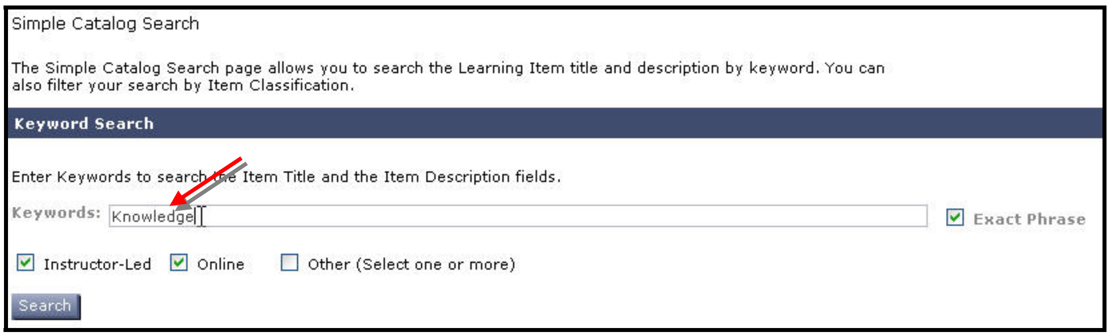
There are two kinds of Catalog Searches, Simple and Advanced. A Simple Search requires the learner to know only the title or part of the description of a class. Knowing whether the Item is online or instructor-led is helpful, but not required. An Advanced Search requires no more knowledge of the specific Item, but can be refined to limit the number of qualified objects that appear.

Simple Catalog Search

The Simple Search is the default search feature. It uses the most common fields and identifiers. The Simple catalog Search has fewer options of filtering than the Advanced Search feature. Items can be classified as Online Items, Instructor-led, or Other. It helps to know what type of content to search for in order to narrow the search results. Below is a description of the Item classification terms.

Terms	Classification Description
Online Item	This Item has online content and available via the Internet. Some online items are self-paced others may be time restricted.
Instructor-led Item	This Item can be scheduled, but may also contain online content for learners to launch. These items often contain both scheduled offerings to attend, and online content to complete.
Other	Learners must order items classified as Other. Therefore, an order must be placed to "purchase" this item. An Order button has been added for Items Classified as Other.

To complete a simple catalog search and add an Item to a Learning plan, complete the following steps.

Steps	Simple Catalog Search to Add Item to the Learning Plan
1.	Click **Catalog** from the top menu bar, and then click **Simple Catalog Search**. 
2.	Type in the **Keywords** to search for the Item Title and Description. Check, or uncheck the additional checkboxes (Instructor-Led, Online, Other, Exact Phrase) when needed. 
3.	Click **Search**.
4.	The Search Results page will display all of the results for the particular keyword. Scroll up and down until finding the specific Item. Click **Add to learning Plan**. 
5.	The Item will appear in the Learner's **Learning Plan**.

Advanced Catalog Search

The Advanced catalog Search page, like the Simple Catalog Search page, searches the catalog for specific scheduled offerings and/or items. The Advance Search page allows the learner to search the catalog using all search criteria as opposed to the Simple Search as shown in Figure 4.6.

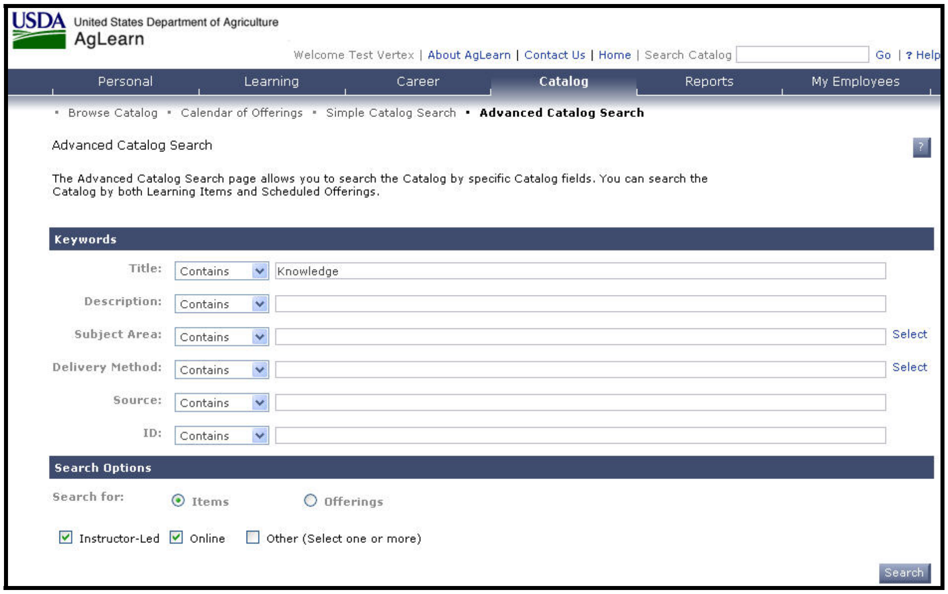


Figure 4.6 Advanced Catalog Search Example

There are numerous fields that may be completed for a search such as: **Title, Description, Subject Area, Delivery Method, Source**, and **ID**. Partial information may be entered by selecting **Contains, Starts With**, or **Exact Match** from the accompanying pull downs.

In addition to the Classification field, Learners can search for **Subject Areas** and **Delivery Methods** as well. The Delivery Method describes the type of learning activity of the item as shown in Figure 4.7, while the Subject Areas allow the Learner to search for a specific subject area in AgLearn, such as Communications, Business Administration, etc.

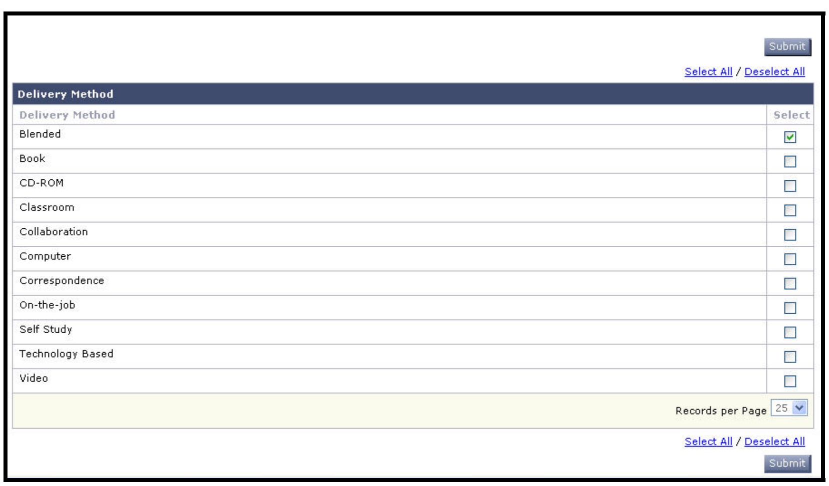
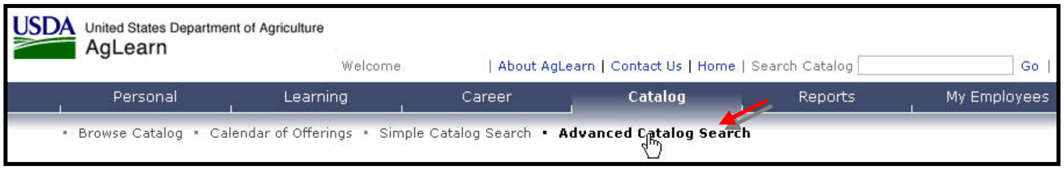


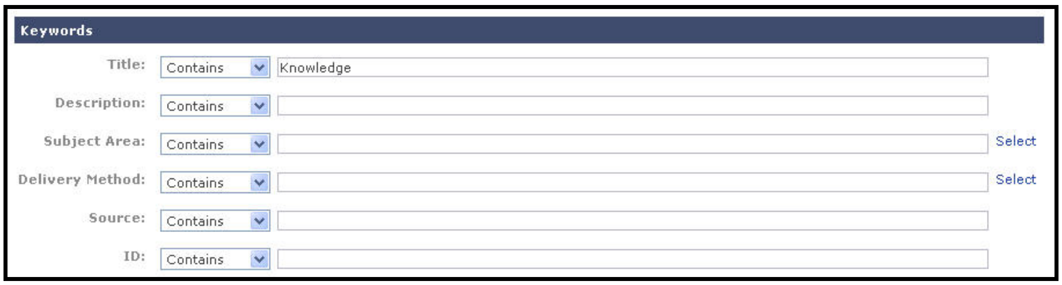
Figure 4.7 Delivery Method

To add an item to a Learning Plan using the Advanced catalog Search, complete the following steps.

<table>
<tr><th>Steps</th><th>Advanced Catalog Search to Add Item to a Learning Plan</th></tr>
<tr><td>1.</td><td>Click Catalog from the top menu bar, and then click Advanced Catalog Search.

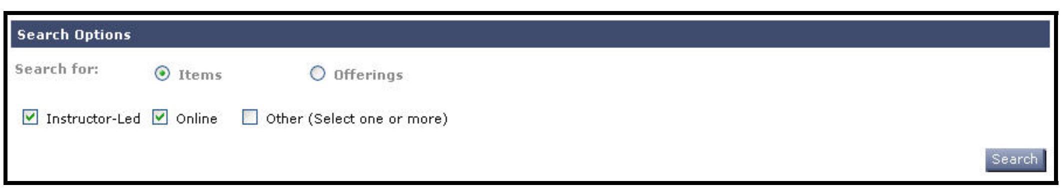


</td></tr>
<tr><td>2.</td><td>Complete any or all of the Keyword fields: Title, Description, Subject Area, Delivery Method, Source, ID. For each keyword, select Contains, Starts With or Exact match.

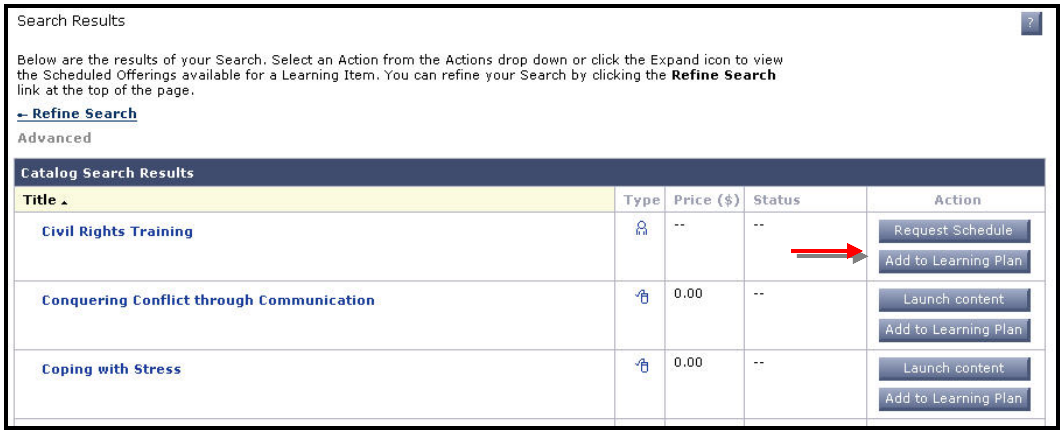


</td></tr>
<tr><td>3.</td><td>If the Learner is not sure of the Subject Area or Delivery method, he/she may click Select from the right side, and be taken to a list of options that he/she may choose from.</td></tr>
<tr><td>4.</td><td>Learners may further refine the Search by selecting the radio button for Item (if the learner is looking for a Learning Item but is not concerned about specific delivery times) or Offering (to show Scheduled Offerings).

The Learner may refine the search for Item Classification by selecting Instructor-led, Online, Other, or any combination of the three.



</td></tr>
<tr><td>5.</td><td>Click Search. The Search results page will display the Items and/or Scheduled offerings found by the search. The results will appear in a table with the following information: Title, Type, Price, Status, and Action.</td></tr>
<tr><td>6.</td><td>Scroll up and down until the specific Item is located. Click Add to Learning Plan. This will add the Item to the Learner's Learning Plan.</td></tr>
</table>

Steps	Advanced Catalog Search to Add Item to a Learning Plan
	

Viewing Item Details

Often just knowing the name of an Item, even the time and location of its Schedule Offerings, isn't enough to make an informed decision. This is especially true when browsing the catalog, when the Learner may not have a specific Item, or even delivery medium, in mind.

This version of AgLearn allows documents to be attached to a Learning Item so Learners can open the document from the Item Details page to learn more. Course descriptions, syllabi, pre-work, even directions to the location can be provided here.

To view Item details and Launch a document, complete the following steps:

Steps	Viewing Item Details and Launching a Document
1.	In any search results screen, click the name of the Item for which more information is wanted.
2.	Click the arrowheads next to **Item Summary**, **Subject Areas, Prerequisites, Substitutes, Competencies,** and **Related Documents** for more information in each area
3.	Click on a document title to open that document

SECTION V: RUNNING REPORTS

A variety of reports can be generated and customized to display specific data a user wants to view. Supervisors may run reports on themselves, AgLearn Learners under their training supervision (subordinates), or both. A Learner is only permitted to run and view reports on their own learning events if they are not a supervisor in the AgLearn system.

Learners can run reports on a variety of their personal information. The reports have been pre-configured, and require only information about the specific data requested to execute with a few simple clicks. Reports are displayed in XML, CXV, HTML, or PDF format and can be printed locally.

To access the **Reports** window, click the **Reports** link on the top menu bar. A list of report names will be displayed to choose as shown in Figure 5.0.

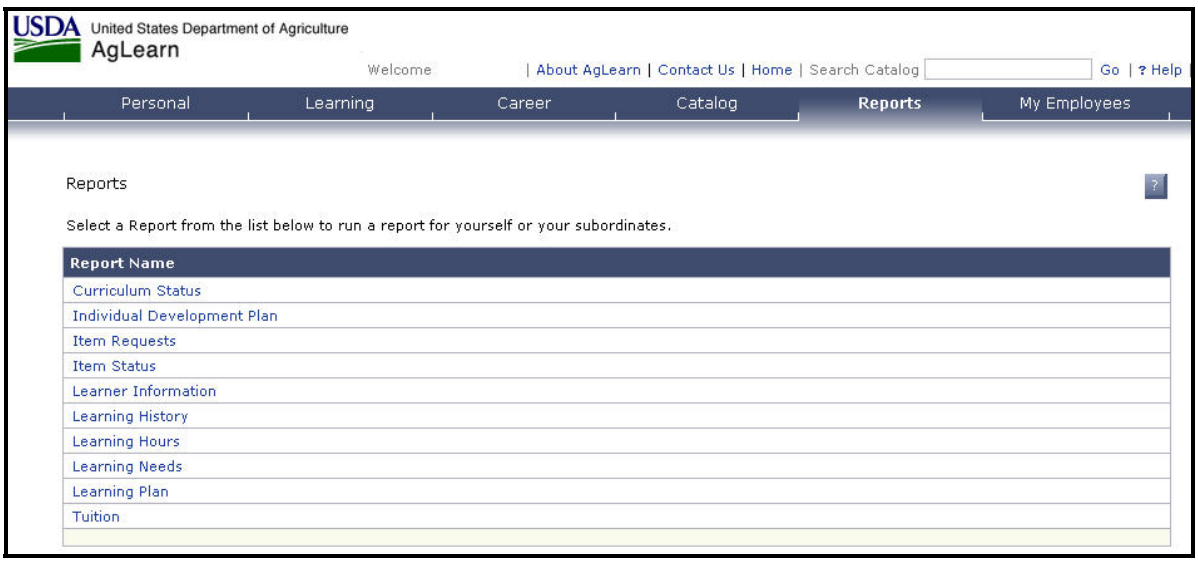


Figure 5.0 Reports Page

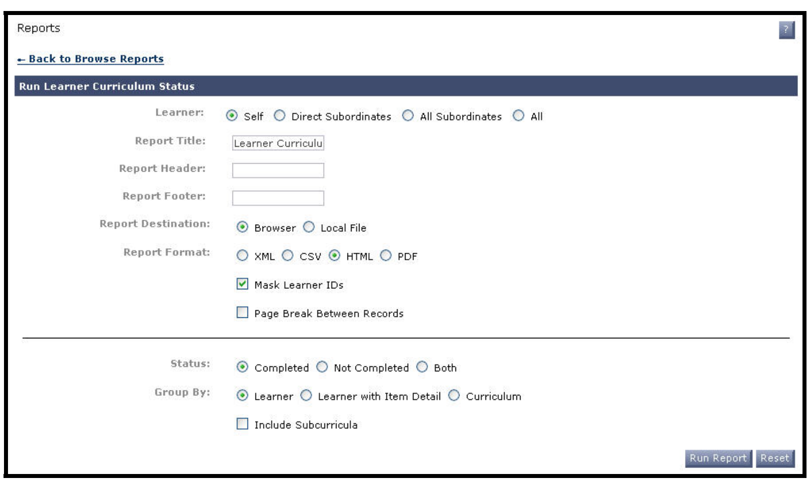
Report Types

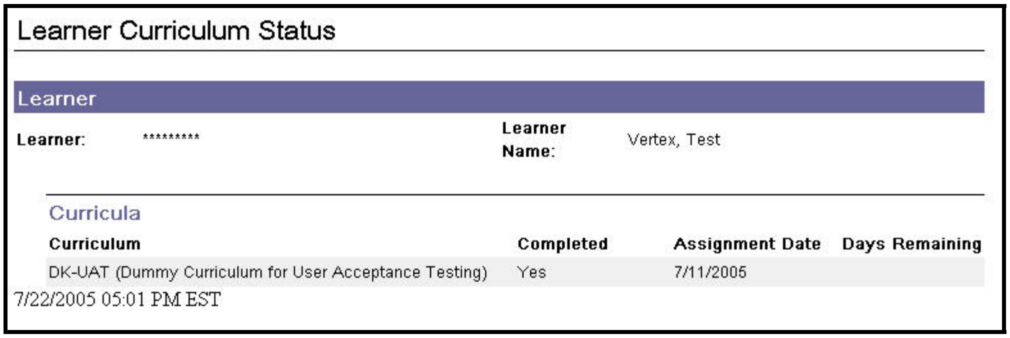
Below is a description of each report type:

Report Type	Description
Curriculum Status	This report displays the Learner's status for selected curriculum or curricula. The report will display curricula that are complete, incomplete or both.
Item Requests	This report shows all of the Items that were requested by the Learner, which the Learner has not yet been enrolled or waitlisted in a scheduled offering of the item.
Item Status	This report shows a Learner's completion status for items they participated in during the date range specified on the Report Options page. If no date range is specified, all records will be

Report Type	Description
	included.
Learner Information	This report displays a repository of employment and personal information on the Learner.
Learning History	This report lists all the learning events in which the Learner(s) participated in and completed during the date range specified on the Report Options page. If no date range is specified, all records will be included.
Learning Hours	This report shows the total number of “hours” a Learner has completed.
Learning Needs	This report shows the Learner’s outstanding training requirement(s) that are incomplete. The required training completion dates for each activity are also included.
Learning Plan	This report shows a Learner(s) list of learning activities that are part of the Learning Plan. The required completion dates for each activity are also included.
Tuition	This report shows the amount of tuition incurred by the learner.

To Run a report in AgLearn complete the following steps.

Steps	Running a Learner Report in AgLearn
1.	Click **Reports** from the top menu bar.
2.	From the report list, select a report to be run.
3.	Complete the requested information for the specified report. The image is an example of a Curriculum Status Report. 
4.	Click **Run Report**

Steps	Running a Learner Report in AgLearn
5.	A window will appear to inform the Learner that the report is generating.
6.	The Report Results will be displayed in the designated format that was selected. 

SECTION VI: SUPERVISORY ACTIVITIES

Many Learners are also supervisors. A supervisor in the AgLearn system manages the Learner's training and leaning needs. The relationship between supervisors and their subordinates plays an important role in the AgLearn system. Through this relationship, supervisors have the ability to manage and develop training for each learner under their supervision. A Learner's training supervisor, assigned in the AgLearn system, may be different from the supervisor he/she reports to on a daily basis. Aside from being required to approve some training requests, supervisors can also assign training, and stay current with the training status and needs of their subordinates.

AgLearn provides supervisors with enhanced capabilities for managing these needs, with improved reporting, automatic assignment and removal capability, and an automated Training Approval Process to speed up both the completion and accountability of training requests.

Performing supervisory tasks does not require administrative privileges. As a training supervisor in the AgLearn system, the following functions can be performed:

- View Learner records
- Manage Learner Learning Plans
- Register (or unregister) Learners into/from Scheduled Offerings
- Run a variety of reports

Viewing Training Requests

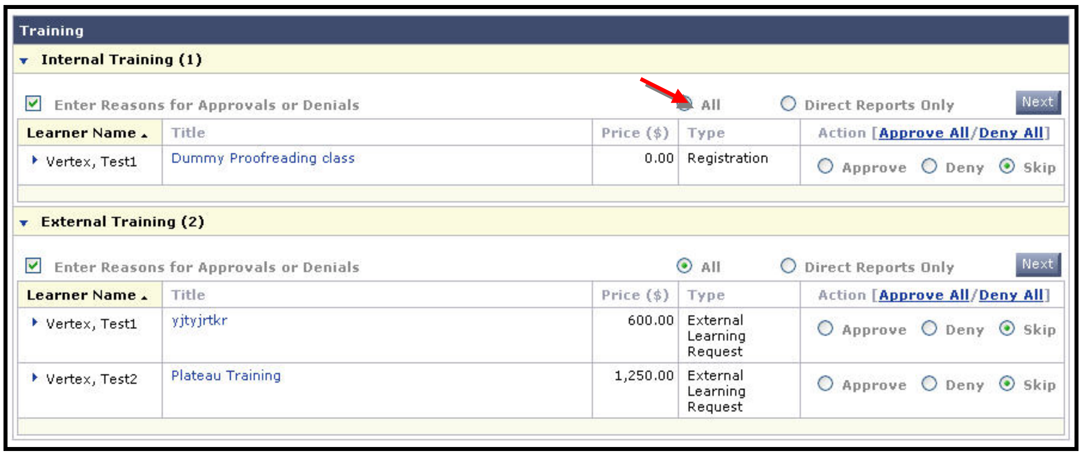
An alert appears on the Supervisor's home page when he/she has training requests to approve. The Supervisor can click the **You have Learner Training Approvals** Alert link to view the requests or he/she can navigate to **Personal > Approvals**. In the Approvals page, click the **Training area** to open the requests.

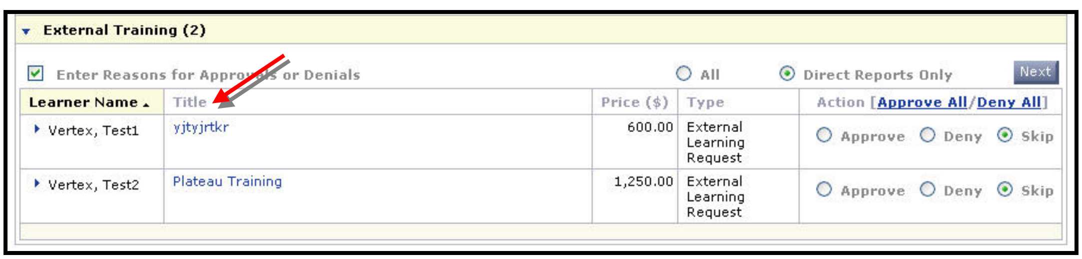
A Learner may have multiple responsibilities in the area of training approval. He/She may have more than one level of subordinates, or may have the role of Training Coordinator, or other responsibility that requires the approval of training for employees not in her/his direct chain of command.

The following steps describe how to view Learner training requests.

Steps	Viewing Training Requests
1.	From the Personal menu tab, select **Approvals** from the menu bar.
2.	To view only the training requests of the Supervisor's direct reports, select the **Direct Reports Only** option in either the **Internal Training** table or **External Training** table.

<table>
<tr><th>Steps</th><th>Viewing Training Requests</th></tr>
<tr><td></td><td>


</td></tr>
<tr><td>3.</td><td>To view all training requests, select the All option in either the Internal Training table or External Training table


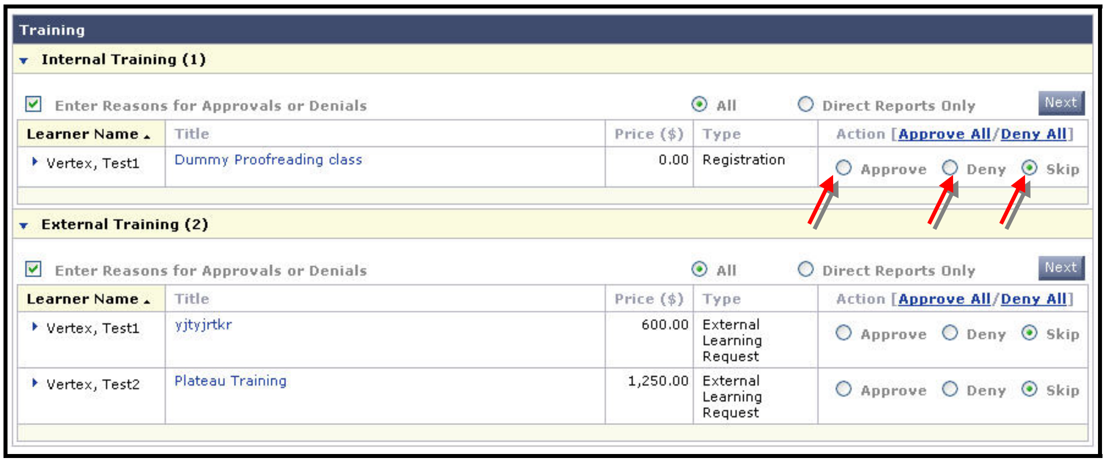
</td></tr>
<tr><td>4.</td><td>To sort the rows in a column, click the column heading</td></tr>
<tr><td>5.</td><td>To view the External Training Request form, click the Title of the request.


This will bring up the External Learning Request Detail form.</td></tr>
<tr><td>6.</td><td>To view the details of the request, click the ▶ next to the Learner's name.</td></tr>
</table>

When a Supervisor sees the approval requests on his/her Training Approvals page, the learner who requested the training will see a status of Submitted. The learner is notified when the Supervisor approves or denies the request.

To approve or disapprove training requests, complete the following steps.

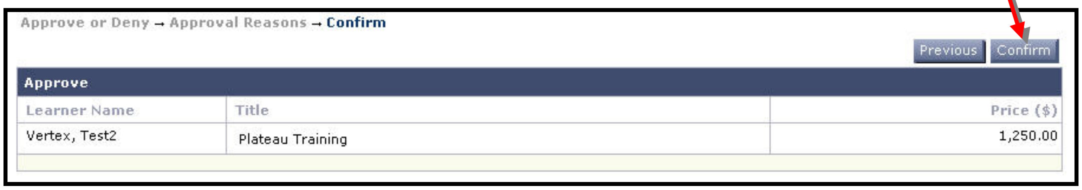
<table>
<tr><th>Steps</th><th>Approve/Disapprove Training Requests</th></tr>
<tr><td>1.</td><td>From the Personal menu tab, select Approvals from the menu bar.</td></tr>
<tr><td>2.</td><td>In the Internal Training or External Training table, Select Approve in the Action options to approve the request or Deny to deny the request. Multiple rows may be selected at one time. To skip the request, select the Skip option.



</td></tr>
<tr><td>3.</td><td>To approve all requests, click the Approve All link. To deny all requests, click the Deny All link.

</td></tr>
<tr><td>4.</td><td>Click Next to launch the Request Approval wizard</td></tr>
<tr><td>5.</td><td>If the Enter Reasons for Approvals or Denials checkbox is selected, and you approved training requests, the Approval Reasons panel appears. Type the reasons that you approved the requests and then click Next.

</td></tr>
<tr><td>6.</td><td>If the Enter Reasons for Approvals or Denials checkbox is selected, and you denied training requests, the Denial Reasons panel appears. Type the reasons that you</td></tr>
</table>

Steps	Approve/Disapprove Training Requests
	denied the requests and then click **Next**. The Confirm panel appears.
7.	In the Confirm panel, review the approval and then click the **Confirm** button. The Success panel appears. Click the **Start Over** button to start the wizard over. 

Viewing Subordinates' Information (Personal, Learning Plan, Learning History)

The Subordinates page appears only to supervisors. It allows him/her to view the application as if he/she were one of their subordinates (learners under your supervision). To avoid confusion, information such as address, e-mail, Learning Plan and Learning History are viewed through the same screens as his/her subordinate.

To view subordinate information, complete the following steps.

Steps	Viewing Subordinate Information
1.	Select **My Employees** from the top menu bar and then click **Subordinates**. A list of subordinates appears
2.	To review a subordinate's records, find the **Learner's Name** in the list, and then select the corresponding **Select** option button
3.	Click the **Change to Selected Learner** button
4.	To return to your view, click the **Return to Your Records** link located just above the Navigation bar. Your records return

Adding Items to Subordinates' Learning Plans

The Learning Plan wizard appears only to supervisors. This wizard allows the supervisor to add items and/or remove items from the Learning Plans of his/her subordinates.

To add items to Subordinates' Learning Plans complete the following steps:

Steps	Adding Items to Subordinates' Learning Plans
1.	Select **My Employees** from the top menu bar and then click **Learning Plans**.
2.	Click the **Add Items** button, and then click **Next**. The *Select Learners* panel appears.
3.	Find the learners who need new items in their learning plans, and click their checkboxes. Click **Next**. The Edit Selected Learners panel appears
4.	To remove a learner from the list, select the corresponding checkbox and then click the **Remove Checked** button. Click **Next**. The *Select Items for Adding* panel appears
5.	Search for the items to add to the learners' learning plans. Click **Search**. The search results appear
6.	Select the Items to add to the Learners' Learning Plan. Click the **Add Checked** button. The *Select Items for Adding* panel reappears with a list of the Items just selected
7.	To search for more items, use the text boxes and checkboxes and click the **Search** button. To remove items, select the checkboxes and then click the **Remove Checked** button. When the list contains the items that you want to add to the learners' learning plans, click **Next**. The Edit Item Information panel appears.
8.	For each Item, type the **Assignment Type** or use the select link to find one and then type the **Assign Date** or use the **Calendar** icon to select one. Click **Next**. The *Edit Required Date* page appears
9.	For each item, add a **Required Date**. Click **Finish**. The status of the update appears

Removing Training From Subordinates

Training requirements sometimes change, and last week's mandatory class is no longer required. The sooner these changes are reflected in individuals' Learning Plans, the less chance there is for confusion. Learners cannot remove training that has been assigned to them. Instead of waiting for AgLearn administrators to make the necessary adjustments, supervisors can now do it quickly and easily.

To remove Items from Subordinates' training plans, complete the following steps:

Steps	Adding Items to Subordinates' Learning Plans
1.	Select **My Employees** from the top menu bar and then click **Learning Plans**.
2.	Click the **Remove Items** radio button. Click **Next**. The *Select Learners* panel appears
3.	Find the learners from whom you wish to remove the items and click the corresponding checkboxes. Click **Next**. The *Edit Selected Learners* panel appears
4.	To remove a learner from the list, select the corresponding checkbox and then click the **Remove Checked** button. Click **Next**. The *Select Items for Removal* panel appears
5.	Search for the items to remove from the learners' learning plans. Click **Search**. The search results appear
6.	Select the items to remove from the learner's learning plan. Click **Add Checked**. The *Select Items for Removal* panel reappears with a list of the Items you selected for removal
7.	To search for more items, use the text boxes and checkboxes and click the **Search** button. To remove Items, select the Learner's Item checkboxes and then click the **Remove Checked** button. When the list contains the items you want to remove from the learners' learning plans, click **Next**. The *Remove Item Confirmation* panel appears.
8.	Confirm that these are the items listed to remove from the Learning Plans of the Learners listed and then click **Finish**. The status of the change appears.

Register Subordinates into a Schedule Offering

Adding Items to Subordinates' Learning Plans is often all that needs to be done. Online content can be launched directly from the Learning Plan, and the Learner may be granted a great deal of discretion in selecting the specific Schedule Offering for an instructor-led event.

While that may be the most common approach, circumstances sometimes dictate a supervisor putting a subordinate or subordinates into a specific Schedule Offering. The Subordinate Registration wizard appears only to supervisors. It registers subordinates for and withdraws subordinates from scheduled offerings.

To register learners for a scheduled offering complete the following steps:

Steps	Adding Items to Subordinates' Learning Plans
1.	Select **My Employees** from the top menu bar and then click **Registrations**.
2.	Click the **Register Learners** option button. Click **Next**. The *Search Scheduled Offerings* panel appears
3.	In the **Keywords** text box, type a keyword to search in the catalog for scheduled offerings. Click **Next**. The *Select Scheduled Offering* panel appears
4.	In the Select Offerings table, find the scheduled offering that you want to register learners for, and then select the corresponding **Select** option button. Click **Next**. The *Select Learners* panel appears.
5.	In the Select Learners panel, find the learners who you want to register for the scheduled offering, and then select the corresponding **Select** checkbox.
6.	To change a learner's registration status, select the status from the **Registration Status** drop-down list.
7.	Adjust the reservation time, set a **Reservation Date**, **Time**, and **Time Zone**. Click **Next**. The *Edit Assignment* panel appears
8.	To add a comment for a learner, type comments in the Comments text box. To remove a learner from the list, select the learner's Remove checkbox and then click the **Remove Checked** button. When the list of learners is complete, click **Next**. The *Edit Financial* panel appears
9.	Edit the financial data (**Order ID**, **Account Code**, **Price**) used to purchase the Scheduled Offering. Click **Next**. The *Record Registration* panel appears.
10.	Review the registration data. In the **Email Confirmations to** checkboxes, select the people you want to notify of the registration: **Learners, Instructors, Supervisors** and **Others**.
11.	When you are ready to register the learners, click **Finish**. The status of the registration appears.

Withdraw Subordinate(s) from Schedule Offering

Just as subordinates may sometimes have to be assigned to a specific Schedule Offering, there are times when they may have to be removed. Complete the following steps to withdraw learners from a schedule offering:

Steps	Adding Items to Subordinates' Learning Plans
1.	Select **My Employees** from the top menu bar and then click **Registrations.**
2.	Click the **Withdraw Learners** option button. Click **Next**. The *Select Scheduled Offerings* panel appears
3.	In the **Keywords** text box, type a keyword to search in the catalog for scheduled offerings. Click **Next**. The *Select Scheduled Offering* panel appears
4.	In the **Select Offerings** table, find the scheduled offering that you want to withdraw learners from, and then select the corresponding **Select** option button. Click **Next**. The *Select Learners* panel appears.
5.	In the Select Learners to Withdraw table, find the learners you want to withdraw and select the corresponding **Withdraw** checkbox. Click **Next**. The *Record Withdraw* panel appears
6.	In the **Email confirmations to** checkboxes, select the people you want to notify of the withdrawal: **Learners**, **Instructors**, **Supervisors,** and **Others**. If you want to remove the Scheduled Offerings from the learners' Learning Plans, select the **Remove associated item from the learning plan** checkbox
7.	When you are ready to register the learners, click **Finish**. The status of the withdrawal appears

Subordinate Reports

AgLearn has several reports that can be run to return information on subordinate information. While the report titles and underlying mechanisms vary, the information requested by the system is relatively consistent.

Complete the following steps to configure common report fields:

Steps	Adding Items to Subordinates' Learning Plans
1.	Click **Reports** on the top menu bar
2.	Select the report to be run
3.	Fill in the requested information for the report specified
4.	Click **Run Report**

APPENDIX I: GLOSSARY

A

Account Code: Is the unique code used to track charge back information of a transaction for the ledger.

Active: An active record is one that is currently available to be updated, fully functional, and will appear on reports. To change the status of an item or to view, edit, and report on an inactive record, the system administrator must grant the Learner a security privilege to do so.

Active Locale: Think of an active locale as a language with unique syntax and patterns for numbers, date and time specifications, and standards for labels as well. AgLearn has locales IDs: such as, English, French, German, Japanese, Chinese, and Spanish.

Activity: A non-item activity you have placed on the learning calendar. Typical activities include instructor vacations, location unavailability, meetings, workshops, and course development activities. Activities allow you to indicate periods of time during which various resources are unavailable. Activities are similar to scheduled offerings in that they are both events that appear on the learning calendar. You can create and define activity types to suit your needs in the Activities subsection of the General References section (References section).

Assignment Type: Assignment types are categories you can establish for items to help you to prioritize a learner's learning needs by distinguishing between "need-to-have" and "nice-to-have" items. Typical examples of assignment types might include Required, Optional, and Regulatory.

B

None

C

Catalog: A collection of items and materials. Catalogs can be grouped by domains and/or organizations.

Classification: There are three types of classifications of items in AgLearn: Instructor-led, online, and other. Others may include items such as books, documents, etc.

Competency Profile: A grouping of competencies that can optionally be associated with a job position, a duty area, or a function to help you manage the consistent assignment of competency profiles to learners with similar responsibilities. You can create competency profiles to include minimum required ratings, helping you to identify gaps in a learner's training.

Completion Status: A completion status indicates whether the learner has successfully completed a learning item. If course or learning credit is granted for the successful completion of certain items, the completion status should also be designed so that it indicates whether or not credit was awarded.

Contact Hours: The number of hours learners were receiving instruction during a scheduled offering. For example, an item that begins at 8 AM and ends at 5 PM is nine hours in duration, but you may want to capture the fact that only eight hours of actual instruction took place because of an hour lunch break. The delineation between contact hours and total hours allows you to keep an accurate record of the hours spent in training versus the total hours during which the resources were in use. Contact hours associated with an item are defined when the item is created.

CPE: Credit for Professional Education. A type of credit for completing an item.
Credit Hours: Credit hours provide a method of accounting for a learner's successful completion of items. Any number of credit hours can be associated with each learning item in accordance with the needs of your organization. When the learner has earned a successful completion status through their participation in an item, the credit hours are awarded to the learner.
Currency Pattern: The currency pattern is used to indicate the default format for currencies used in the selected active locale.
Curricula: An entity in AgLearn that associates learner(s) with a set of scheduled offerings. A Curriculum is a group of related Learning Items that complement each other to increase a Learner's expertise.
Curriculum: A grouping of items and/or sub curricula that allows you to more easily assign a given set of learning items to a learner, and to track the completion and maintenance of required learning.

D

Days Remaining: Number of days remaining before the expiration of the Required Date for completing a specific item.
Decimal Pattern: The decimal pattern is used to indicate default format of whole integers with specified decimal places used in the selected active locale.
Delivery Method: The instructional method used to deliver learning. Examples might include Instructor-Led Training, Computer-Based Training, On-The-Job Training, and Self-Study. However, delivery methods are defined by your organization to suit your specific needs. When you define delivery methods, you should keep your reporting and information tracking needs in mind. Establishing and using these categories can greatly increase the value of AgLearn's standard reports to your organization. The creation and assignment of delivery methods also helps to speed up searches and queries.
Delivery Offset Days: The number of days prior to the scheduled delivery date of the selected item/material.
Document: Any media item (book, videotape, procedure, manual, audiotape, regulation, etc.) for which a record has been created, enabling it to be tracked by AgLearn Administrator. Documents are associated to items, to curricula, and/or to tasks. Document revisions may have an impact on any of these, and when you record a document revision, the item, curriculum and task records to which it is linked will be flagged for review with respect to its relationship with the document.
Document Type: Document types are categories your organization sets up for the printed materials used in training documents, based upon your needs. Examples may include Vendor Manual, Regulation, Corporate Policy, and Job Aid. When you define document types, you should keep your reporting and information tracking needs in mind, as the establishment of these categories can greatly increase the value of AgLearn's standard reports to your organization. The creation and assignment of document types also helps to speed up searches and queries. Document types are created and maintained in the Documents section of the General References section.
Domains: Domains are created by your system administrator, and are used to control access to data.
Domain Restriction: The domain restriction is used by administrators to set limitations on workflows in order for users to access only domains that are predefined in the set of restrictions applied. See workflow.
Domain Type: Domain types are record types that can be assigned to a domain. If a domain includes a particular domain type, then records of that domain type can be assigned that domain.

For example, if a domain includes the Organization domain type then organization records can be assigned that domain. Some examples of domain types are: Learners, Items, Curricula, Competencies, Competency Profiles, Scheduled Offerings, Facilities, Locations, Equipment, Instructors, Tasks, Documents, Tasks, and Organizations.

E

Employee Status: Employee statuses are learner categories that are created by your organization to suit your needs. Typical employee status codes might include Full Time, Part Time, Temporary, and Contractor. When you define employee statuses, you should keep your reporting and information tracking needs in mind, as the establishment of these categories can greatly increase the value of AgLearn's standard reports to your organization.
Employee Type: Employee types are learner categories your organization defines to suit your needs. Typical examples of employee types include Exempt, Hourly, and Contractor. When you define employee types, you should keep your reporting and information tracking needs in mind, as the establishment of these categories can greatly increase the value of AgLearn's standard reports to your organization.

F

Facility: A facility is grouping of training locations. Facilities may be buildings, plants, branch locations, or some other way that makes sense for you to group locations. The locations within a facility can share the facility's workweek profile, holiday profile, equipment inventory (for equipment assigned to a specific facility but not to a specific location within the facility) and material inventory.
Free-floating competency: A free-floating competency is a competency that is assigned to a learner independently from the assignment of competency profiles to that particular learner.
Free-floating item: A free-floating item is an item that is assigned to a learner independently from the assignment of curricula to that particular learner.

G

Gap: The difference between a required rating (lvl) and the learner's current required rating of a specific competency that is included in the learner's competency profile. A negative gap indicates a learning need (i.e., the required rating is 4 and the learner is assessed to have a required rating of 3; therefore, the gap is -1 and a learning need exists.)
Grade: A value that can be used to indicate, for instance, a learner's examination score associated with a learning event. AgLearn can now use grades to determine the completion status of a learning event. You may grade using either a numeric system or a value-based system.
Grouping: Grouping is a term that relates to the way report output is displayed. Many of AgLearn's report data collectors allow you to group data by various criteria in order to give certain features of the output greater visibility. For example, in the Learner Curriculum Status report, you can group by learner to see the status of the curricula by learner, or you can group by curriculum to see the status for all learners who have been assigned that curriculum. Report outputs contain appropriate headings for each group of output, and many of AgLearn's standard reports also give you the option of starting each group on a new page by inserting page breaks between each group.

H

Holiday: Calendar dates defined by your organization, when training should not be scheduled at a learning facility. When you schedule an offering, AgLearn will not allow you to schedule the offering at a facility on a date that has been defined as a holiday, unless you override the default. When you schedule an offering of two or more days, AgLearn will skip over any holidays unless you override the default.

I

Instructor: A person who delivers learning. Although any person can be indicated as an instructor when recording learning events, instructors managed in AgLearn can be assigned a list of items that they are authorized to teach, thus improving the process of selecting and scheduling instructors to deliver a specific item.
Integer Pattern: The integer pattern is used to indicate default format of whole integers used in the selected active locale.
Item: A learning requirement that can be content, an exam, a survey OJT, or external certification. An item can be an Other, Online Item, and/or Instructor-led.
Item Type: Item types are categories of training activities that your organization defines to satisfy your needs. Typical item types include course, class, certification, OJT, interview, etc. When you define item types, you should keep your reporting and information tracking needs in mind, as the establishment of these categories can greatly increase the value of AgLearn's standard reports to your organization. The creation and assignment of item types also helps to speed up searches and queries.

J

Job Location: The location where a learner works. You can define job locations to be as specific as a particular assembly or production line, or in a more general way, such as a branch location, building, or country. When you define job locations, you should keep your reporting and information tracking needs in mind, as the establishment of these categories can greatly increase the value of AgLearn's standard reports to your organization. The creation and assignment of job locations also helps to speed up searches and queries.
Job Position: The learner's job title or function. Examples may include Teller I, Manufacturing Technician, and Administrative Assistant. You can also include ranks or ratings in the job position, if it suits your needs. Job positions are important when assigning and tracking learning to learners since their curriculum status is often directly tied to their job position. When you define job positions, you should keep your reporting and information tracking needs in mind, as the establishment of these categories can greatly increase the value of AgLearn's standard reports to your organization. The creation and assignment of job positions also help to speed up searches and queries.

K
None

L

Learner: Any person who is registered to use the AgLearn system.

Learning Plan: The learning plan is a list of the items that a learner must complete, and target or deadline completion dates for each.
Locale: The locale is a specific language with unique syntax and patterns for numbers, date and time specifications, and standards.
Location: A particular location within a facility where an Offering (or a segment within an Offering) of learning is delivered. Locations might be classrooms, simulators, or conference rooms.
Location Type: Location types are categories that describe learning locations, which your organization defines to suit your needs. Typical examples might include Classroom, In-Plant Location, Simulator or Auditorium. Location type data is used by AgLearn to provide a list of suitable locations when you are scheduling an instance of a particular training item. By default, AgLearn will only display locations of the type(s) you have indicated are suitable for the item you are scheduling, but the default can be overridden if necessary so that you can also see locations of other types.

M

Materials: Consumable supply items that are used up during learning, such as pens, handouts, giveaways, etc. For each kind of material you decide to track, you create a material type and then assign the material type to a facility, establishing an inventory record for the material at a given facility. Material inventory levels are updated directly by editing the number on hand in the Materials tab of the Facilities section or the Inventory tab of the Material Types section.

N

Next Action Date: See Required Date.
Notification: Has proper email addresses for both the Sender and Receiver. It also has a Message as well as a Subject. These four elements form the notification. You may add attachments to the notification.
Numeric Grading: Numeric grading is one of the options that can be used when grading items. For each item, you can establish several ranges of scores and associate each with a completion status. If a learner achieves a score within a particular range on an item, then they are assigned the corresponding completion status. See also, Value-Based Grading.

O

Offering: A specific scheduled event, such as "the HR101 class scheduled for October 15 in Room 320 at the Main Office," for which a database record is created in the Scheduled Offerings section. Either of two types of events can be scheduled in an Offering: Items (during which learning of some sort takes place) and activities (non-learning events that are accounted for on the schedule of a learner, instructor, or location; such as vacations, staff meetings, etc.).
Online Item: An online item is any item that is available for learners to use as a Web based course.
Online Offering: When a learner launches an online item for the first time, as opposed to launching an online item that he or she has already begun, an "Online Offering" of the item is launched. Once a learning event is recorded as a result of the learner's completion of the online item, whether or not the associated completion status grants credit, a subsequent launch of the same online item by the

same learner creates a brand new "online Offering" that can result in the recording of a brand new learning event when the item is eventually completed for a second time.
Organization: An organization is an entity of some type to which a learner belongs. Organizations are user-defined to suit your needs. For example, you might choose a functional organization (Manufacturing, Administration Corporate QA), an accounting organization, an organization according to internal or external business units, or some other basis for defining organizations.

P

Pattern: A Pattern is a format that determines the way that dates, time, and numbers are displayed throughout the application.
Pattern Types: There are four pattern types for number formats: 1. Integer: This pattern type is used to indicate default format of whole integers.2. Decimal: This pattern type is used to indicate default format of whole integers with specified decimal places.3. Currency: This pattern type is used to indicate the default format for currencies4. Percentage: This pattern type is used to indicate the default format of the percentages.
Percentage Pattern: The percentage pattern type is used to indicate the default format of the percentages used in the selected active locale.

Q

Question: A question, generally speaking, is a single screen that appears in an exam/survey, giving learners an opportunity to demonstrate their ability to distinguish the correct answer from among a choice of possible answers. Normally, all of the questions in a given objective should measure the learner's mastery of a small, closely related topic, process, task or unit of instruction in an online item. One or more objectives make up a single content object or exam/survey; and one or more content object, or exam/surveys, make up an online item.

R

Region: A region is an entity within your learning organization that you create according to your organization's needs. Regions can be set up according to business line, geography, or some other criteria. Only two types of assets are directly assigned to regions: facilities and instructors. However, regions can be very significant when you consider that if you assign facilities to regions, the locations, equipment and materials associated with the facility are also regionalized.
Register: To place a learner's name on the planned list of participants in a specific course offering. In other systems this may be called 'registration'. There are three registration statuses in AgLearn: *Active Registration* - This is the list of learners for whom a seat is reserved for a specific offering. *Waitlist* - This is the list of people who are trying to register in a specific offering of a course when registration has already reached maximum capacity. AgLearn does not automatically add waitlisted learners to the active registration list when there are cancellations; but instead allows you to decide which waitlisted learner(s) should be moved to the active registration list. You can use the Waitlist to Request tool in the Automatic Processes section of System Admin to periodically create registration requests for learners who were on a waitlist status and the offering they were waitlisted for has already begun. *Request List* - This list contains learners whose need for a particular item has been identified, but who have not yet been enrolled or waitlisted against a particular instance.

The request list might include, for example, learners who have a requirement for the learning event but who cannot attend any of the currently scheduled offerings of the item because of scheduling conflicts.
Registration Status: Registration statuses are categories that your organization creates and defines which describe a learner's status with respect to registration in a particular scheduled offering. You can create as many registration statuses as required within each of the four registration types. When you are selecting a registration status in AgLearn, the first letter of the registration type for that status is displayed in parentheses after the registration status description.
Request: A request is a notification that a learner wants or needs to complete a specific item. A request does not place a learner in active registration or on the waitlist for any specific instance that has been scheduled. Usually, requests are entered in the Requests tab of the Items section, but there are a couple of circumstances where AgLearn will create requests: When an item is canceled, you will be asked whether you want to generate requests for the learners that were enrolled or waitlisted for the instance. When a scheduled item that has a waitlist is delivered, a request can be generated for each learner that was on the waitlist via the Waitlist to Request automatic process.
Required Date: The date by which all items related to the selected curriculum must be completed.
Required Rating: Rating given to a learner that indicates his or her command of a specific competency. The rating scale that is used is established in the Competency Assessment subsection of the Application Admin section (System Admin area).
Resource: Resources are assets whose availability is essential to your ability to schedule an instance. AgLearn helps you to manage several types of resources: *Instructor* - The person responsible for delivering or facilitating training, whose schedule must permit him or her to be available during the instance to which they have been assigned. In AgLearn, instructors can be learners that have additional curriculum requirements, or they can be external to the organization. *Location* - A managed resource, most easily identified by its unique physical location, the availability of which is necessary for training delivery. Examples might include: classrooms, training trailers, practical laboratories, off-site training locations, and simulators. Locations can be grouped into facilities, which can make certain aspects of location management easier.
Retraining Interval: The number of days required before the learner is to re-complete a recurring learning requirement.
Revision Date: The date of origination, or the date of last revision, of an item. The revision date is one of the three parts of the item database key. If no revision date is specified, then the latest revision is assumed.
Role: A role is a combination of one or more workflows (mix of a function applied to an entity). One or more Roles comprise a User. See workflows.
Rule: Comprises of a DeliveryOffset (Days) with a corresponding reimbursement price adjustment for the selected item or material.

S

Scheduled Offering: A specific scheduled event of an item or activity for which a database record is created in the Scheduled Offerings section. Two types of scheduled offerings: Item and activity.
Segment: Unit of division of a course instance, based on duration that facilitates variable resource scheduling. For example, a 40-hour course can be scheduled in any of the following ways: Divided into five 8-hour segments, scheduled one segment per day for five days Divided into ten 4 hour segments, scheduled two segments per day for five days into four 10 hour segments, scheduled one per day for four days. Divided into any number of segments of uniform or varying duration, scheduled over a period of days in order to fit the particular circumstances. Thus, AgLearn gives

you flexibility, which allows you to schedule a course that meets first for a two-hour segment in an auditorium, then for a three-hour segment in a classroom, even though the segments may have completely different instructor and resource requirements.

Slot: A slot is a reservation made by an organization for registrations in a scheduled offering. Names of specific learners may not be available when the organization acquires slots, but at some point, names of learners who belong to the organization that acquired the slots can be supplied.

Sorting: Sorting is a report-related term. Several of AgLearn's report data collectors allow you to sort data by various criteria in order to change the nature of the report. Sorting is a term that relates to the way report output is displayed. Many of AgLearn's report data collectors allow you to sort individual rows of report output data by various criteria to make it easier for you to find the data that is most interesting to you. For example, in the Learner Curriculum Status report, you can sort by completion date to see the most recently completed learning at the top of each output group, or you can sort by item ID to see all of the learning events related to each item right next to each other.

Subject Area: This is the area of concentration of the selected item or material. Examples of the subject areas may include Safety, Accounting, Manufacturing Process and Quality Assurance, depending upon your needs.

Supervisor: A supervisor is a learner that has been designated to oversee another learner's learning. A supervisor has the ability to log in to AgLearn Learner Access on behalf of their learners, and to view their learners' learning information and assign learning to them. If granted permission by the system administrator, they can also record learning events for their learners.

System Report: These are the standard reports that come with the AgLearn LMS.

T

Task: A task is a discrete unit of work with a definite beginning and end, which can be performed in a relatively short period of time, and which results in one of the following: - a finished product - a completed service - a change in the work environment. You can create records for tasks, which can then be related to items, competencies, to job positions, to job locations, and to documents. This results in greater visibility of the relationship between items and particular aspects of actual job performance (e.g., you can keep track of the tasks that are covered by an on-the-job (OJT) guide and its associated job performance measure (JPM).

Total Hours: The number of hours that the resources for a scheduled item are in use. For example, for an item that meets from 8am to 5pm, there may be eight hours spent in training (contact hours) but nine total hours, indicating the number of hours the resources are in use; the extra hour takes into account the lunch hour, a non-learning activity. The delineation between contact hours and total hours allows you to keep an accurate record of the hours spent in learning versus the total hours during which the resources were in use. Total hours associated with an item are defined when the item is created.

U

User: A user is anyone, with administrative access to the application, whose information has been recorded in the system. The system uses the user's information to restrict his/her access to the application. A user is comprised of one or more roles. See roles.

V

None

W

Waitlist: A list of learners for whom no space currently exists in a scheduled offering. You can set up an AgLearn Administrator such that learners can be moved automatically from the waitlist to a request list using the Waitlist to Request tool in the Automatic Processes subsection of System Admin**.**

Work Weeks: Days of the week, defined by your organization, when learning can be scheduled at a facility. When you schedule an instance, AgLearn will not allow you to schedule the instance at a facility on a day of the week that has been excluded from the workweek, unless you override the default. When you schedule an instance of two or more days, AgLearn will skip over any weekend or non-training days unless you override the default.

Workflow: A workflow is a combination of a function applied to an entity. An example of a workflow is 'View Learners' i.e. the function 'VIEW' and the 'ENTITY' learners. A domain restriction is applied to each workflow to restrict access to certain data. See Domain Restriction

X,Y, Z

None